

1991 ACTON TOWN REPORT



Acton (Mass.)
Annual reports, Town of
Acton, Massachusetts

COMMITMENT TO CONSERVATION LAND

The theme of this year's Annual Town Report is Acton's commitment to the preservation of open spaces.

Through a commitment to open space preservation by the Town and the donations of many residents, Acton has the good fortune to have an extensive conservation land network. These lands are available to all citizens and are used by many for hiking, cross-country skiing, bird watching, and other forms of passive recreation. Ever dwindling resources, however, have made maintenance of these areas more difficult, but through utilization of available manpower and the volunteer efforts of many, the Conservation Department is constantly improving these resources.

The most visible conservation land in Acton is the fifty-four acre Acton Arboretum, located at the corner of Main Street and Taylor Road. This former orchard has been transformed from an overgrown briar patch to a scenic and educational gem in only five years. Although much remains to be done at the Arboretum, it is already a great spot for walking, bird watching, and relaxing. Much of the Arboretum is handicap accessible which sets it apart from many other open areas in Town.

The Arboretum is just one of many conservation areas in Acton. We are fortunate to have over 1400 acres of conservation land in all. Other commonly used lands include Great Hill, Spring Hill, Pratt's Brook, Nashoba Brook, Grassy Pond, Nagog Hill, and Fort Pond Brook Greenbelt. But with so much land, maintenance becomes a problem. This is where Acton's volunteer spirit and the Conservation Department's utilization of all available resources come into play.

The prime movers behind the Arboretum are a volunteer group known as the "Friends of the Acton Arboretum". The Friends plan development at the Arboretum as well as raise donations of time, money, labor, and materials, and they also work at the Arboretum to accomplish their goals. An Arboretum Master Plan has been developed, and with each planting season new species of plants are introduced.

Eagle Scouts from the local Boy Scout troops have also contributed greatly on conservation lands. They are responsible for many of the handicap accessible walkways and picnic tables at the Arboretum. Eagle Scouts have also been of tremendous value fixing trails and building bridges and boardwalks through the wetter areas at our other conservation lands.

Another organization that has been a great help to conservation land management in Acton is MCI-Concord. Through the efforts of Conservation Administrator Tom Tidman, work crews of inmates accompanied by a guard regularly provide much needed labor on conservation lands. The only fee is the cost of their lunch, so the price is right in these financial times. Inmates at MCI-Concord also have built bluebird nesting houses which the Conservation Department places around Town to attract Eastern Bluebirds back to this area. So far this has been highly successful.

Faced with such difficult fiscal problems the Conservation Department has had to make do with less and less, but thanks to volunteers such as the "Friends of the Acton Arboretum", Eagle Scouts, and neighbors and to the crews from MCI-Concord, Acton is still moving ahead with maintaining and upgrading its vast conservation resources.

**1991
Annual
Reports**



**Town of
Acton,
Massachusetts**

565-831

Ref
974.44
A172

Two Hundred and Fifty Sixth Municipal Year
for the year ending December 31st

For Reference

Not to be taken from this room



Canada Goose on Grassy Pond

Acton

Incorporated as a Town: July 3, 1735

Type of Government: Town Meeting — Selectmen/Town Manager

Location: Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and the southwest by Stow and Maynard.

Elevation at Town Hall: 268' above mean sea level

Land Area: Approximately 20 square miles

Population:	Year	Persons
	1950	3,510
	1960	7,238
	1970	14,770
	1980	19,000
	1990	18,143
	1991	17,509

Memorial Dedication to Those who Served the Town of Acton

Hayward S. Houghton May 18, 1991

Mr. Houghton was a president of the Ironwork Farm of Acton, vice-president of the Acton Historical Society, member of the Board of Appeals, and Trustee of the Acton Memorial Library from 1965-1985.

Patrick Palmer March 18, 1991

Mr. Palmer opened the Palmer Kennels in Acton 1954. He served as Dog Officer for many years for the towns of Concord and Acton.

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NATIONAL, STATE, AND COUNTY OFFICIALS

President
George H. W. Bush

Vice-President
J. Danforth Quayle

Senators in Congress
5th Congressional District

Edward M. Kennedy
John F. Kerry

Representative in Congress
5th Congressional District

Chester G. Atkins

Governor

William F. Weld

Lieutenant Governor

Argeo Paul Cellucci

Secretary of the Commonwealth

Michael Joseph Connolly

Treasurer and Receiver General

Joseph D. Malone

Auditor of the Commonwealth

Joseph DeNucci

Attorney General

L. Scott Harshbarger

Councillor, 3rd Councillor District

Robert B. Kennedy

Senator, Middlesex/Worcester District

Robert A. Durant

Representative in General Court
14th Middlesex Representative District

Pamela P. Resor

MIDDLESEX COUNTY

County Commissioners

Thomas J. Larkin
Edward J. Kennedy
Francis X. Flaherty

Clerk of Superior Courts,
Middlesex County

Edward J. Sullivan

Register of Deeds, Middlesex South District

Eugene Brune

County Treasurer

James E. Fahey, Jr.

Register of Probate

Donna M. Lambert

District Attorney

Thomas F. Reilly

County Sherriff

John P. McGonigle

REGISTERED VOTER STATISTICS AS OF DECEMBER 31, 1990

Registered Democrats	1,723
Registered Republicans	1,506
Registered Unenrolled	7,029
Total Registered Voters	10,258
Total Population	17,570

ADMINISTRATION

BOARD OF SELECTMEN

The year 1991 was marked by the inauguration in January of a new Governor, William Weld, who was elected with a mandate to protect local funding and restore previous cuts. The continuing fiscal crisis at the State level, however, resulted in a third year of reduced state support to the local communities. Acton also elected a new State Representative, Pam Resor, to represent them in the State House.

In the annual town election in March, Anne Fanton was elected to the Board of Selectmen, replacing Don Gilberti who chose not to run after completing nine years of dedicated service on the Board. As a result of the continuing chaos at the state level regarding local aid, the annual town meeting in April was adjourned until June so that a realistic budget for fiscal 1992 could be voted. Anne joined the board officially after the completion of the annual meeting. Bill Weeks was elected Chairman and Norman Lake was elected Vice-chairman. On August 6, Bill resigned from the board, citing personal reasons, and Norm Lake was elected chairman. The selectmen voted to leave the seat vacant until the annual election in the Spring.

The voters of Acton continued to act responsibly to the fiscal crisis by voting for the third consecutive Proposition 2 1/2 override in three years, thus completing the plan presented to the town by the Coordinating Committee three years earlier. The continuing recession has compounded the fiscal problem by reducing revenue to the town from auto excise taxes and new real estate development. The town was faced with a third year of layoffs which would cripple its ability to deliver essential services or alternatively, negotiate with town and school employees to accept new contract with no pay increase. At the end of the year, all bargaining units in the town and school systems with the exception of the Fire Department, (and the School's custodial workers), have signed new contracts which contain no wage increases in the current year. The town can feel great pride in all their employees who understand the financial situation and have agreed to sacrifice personal income in order to preserve jobs and services. The Selectmen and Town Manager recognize that this must be temporary and that it is unfair to continue to balance the budget on the backs of dedicated and hard working town and school employees.

A number of more positive changes have occurred since mid-year which make the board cautiously optimistic that no override will be required in 1992. Among these are the legislation allowing towns to defer teachers' summer pay for two years and provide for interest free payback in future years over a period as long as fifteen years, and the acceptance by the school committees of "Open Enrollment" legislation and the resultant funding from the state that comes with each student accepted into the school system. The Coordinating Committee, which includes

representatives from the school committees, school administration, selectmen, town administration, and finance committee, continues to function effectively in establishing coordinated expenditure plans which are in line with the limited funding available to the town and schools.

Implementation of Acton's Master Plan has started in earnest with the creation of a new committee, made up of representatives from key boards, to interpret the Master Plan goals and resolve apparent conflicts. New planning committees were also created for the West and South Acton Village Districts.

The Town completed a revaluation of all properties in town which is required every three years. The results showed a steep decline in the value of condominiums and a lesser decline in the value of single family homes. The result of this was a shift in the tax base from the condominiums to the single family sector. The town continues to charge a higher rate on commercial property than on residential property. We are continuing to aggressively pursue the collection of overdue taxes and the resultant collections have gone far in producing needed income to support current town services.

The town continues to enjoy excellent service from its many volunteers who serve on a multitude of committees and boards which conduct the town's business with a minimum of support from paid staff. These volunteers make up the heart of town government and receive too little recognition for these services. The board is grateful for their continuing service and encourages all of our citizens to participate in their government.

Norman Lake, Chairman
Anne Fanton
F. Dore Hunter
Nancy Tavernier

TOWN MANAGER'S REPORT

We all feel more comfortable in a safe and secure setting, and yet we also know that one cannot hide from the harsh realities of the world if one is to survive and flourish. These truths also apply to Town Government. It is self-evident that government cannot forget that its role is to provide service to its citizens, not to promulgate ordinances and by-laws. It is also self-evident that the cost of providing these necessary services cannot be capriciously increased each and every year. In order to minimize the cost of government, Town Government collected overdue taxes and created budget savings in excess of \$1,240,000 last year. All of these monies were returned to the Town treasury and are accounted for in "Free Cash". Town government also adopted New State Laws which regulated the accounting of teacher pay

(the Deferral Legislation). This series of laws saved tax payers \$1,254,000 over the period of FY1992 and FY1993. The Town did not adopt this legislation because it considered it perfect, but we realized that our taxpayers were mired in the deepest recession in forty years. Other Town governments who did not have the foresight to embrace this change are now seeking more of their citizens income or reducing the level of service they provide.

I pledge to you that Town government will not hide in the safe harbor of doing things the same old way, nor will it imprudently venture forth to embrace any new idea. We will continue to maximize the level of service while attempting to minimize the costs.

Thank you for your support.

Don P. Johnson
Town Manager



The trail for the disabled in the Acton Arboretum, Built by MCI-Concord crews and local Eagle Scouts, money for the path's crushed stone came from an article approved by the 1986 Town Meeting to establish the Arboretum.

ELECTED TOWN OFFICIALS

MODERATOR

Donald MacKenzie 1992

SELECTMEN

Norman Lake 1992
*William Weeks 1992
Nancy Tavernier 1993
F. Dore' Hunter 1993
Anne B. Fanton 1994

LOCAL AND REGIONAL SCHOOL COMMITTEES

Sally K. Campbell 1992
Patrick A. Cataldo 1992
Stephen M. Aronson 1993
Jean Butler 1993
Pamela Harting-Barrat 1994
Lees Stuntz 1994

TRUSTEES OF MEMORIAL LIBRARY

Susan Fingerman 1992
Ann W. Chang 1993
Frances S. Moretti 1994

ACTON HOUSING AUTHORITY

Jean B. Schoch 1992
Joseph Mercurio 1993
Marlin M. Murdock 1993
Barbara S. Yates 1994

TRUSTEES OF WEST ACTON FIREMAN'S RELIEF FUND

Frederick A. Harris 1992
Malcolm S. MacGregor 1993
Edward Bennett 1994

TRUSTEES OF ACTON'S FIREMAN'S RELIEF FUND

Walter W. Sprague 1992
William Klauer 1993
Allen Nelson 1994

TRUSTEES OF CHARLOTTE GOODNOW FUND

Frances S. Moretti 1992
Shirley Towle 1993
Mabel Grekula 1994

TRUSTEES OF ELIZABETH WHITE FUND

Cornelia O. Huber 1992
John Powers 1993
Edwin Miller 1994

TRUSTEES OF CITIZEN'S LIBRARY ASSOCIATION OF WEST ACTON

Frances Bissell 1992
Edward Cleary 1993
Virginia Hahn 1994

*Resigned - August, 1991

APPOINTMENTS MADE BY SELECTMEN

REGISTRAR OF VOTERS Three Year Appointment

George Tuttle
Evelyn Olschewski Maureen Pasik

TOWN ACCOUNTANT

Mary E. Larson

TOWN MANAGER Three Year Appointment

Don P. Johnson 1992

TOWN CLERK Three Year Appointment

Cornelia Huber 1992

ASSISTANT TOWN CLERK

Chatherine Belbin Standing

TOWN COLLECTOR

Betsy L. Wilson

DIRECTOR OF FINANCE AND TREASURER

W. Roy Wetherby

TOWN COUNSEL

Palmer and Dodge

BOARD OF APPEALS Three Year Appointment Three Members

Malcolm Burdine 1994
Janet Clark (alt) 1994
Stephen Crockett (alt) 1994
Matt Mlezvia 1993
Beatrice Perkins (alt) 1994
Duncan Wood 1994

BOARD OF ASSESSORS**Three Year Appointment****Three Members**

Robert Adams	1994
James Kotanchic	1993
Susan Miller	1991
Donald Rhude	1993

ACTON-BOXBOROUGH ARTS COUNCIL**Two Year Appointment****Seven Members from each town**

Rosalie DeQuattro	1993
Lisa Harsip	1993
Penny Pitts	1993
Nancy Rembert	1993
Sharon Santillo	1993
Valarie Spotkill	1993
Janet Thrope	1993

CEMETERY COMMISSIONERS**Three Year Appointment****Four Members**

Edward Bailey	1994
Wesley Mowry	1992
Charles Putnam	1993
Walter George	1994

CONSERVATION COMMISSION**Three Year Appointment****Seven Members-Three Associates**

Morene Bodner	1994
John Chalmers	1994
Bill Hill	1994
Peter Shanahan	1993
Andrew Sheehan	1992
Ann Shubert	1992
Charlotte Timledge	1993
Charles Carlson (Assoc)	1992
Robert Coan (Assoc)	1992
Linda McElroy (Assoc)	1992

COUNCIL ON AGING**One Year Appointment****Nine Members**

Dorothy Chautin	1992
Warren Donovan	1992
Maria Epstein	1992
Peggy Erlanger	1992
Julie Kennedy	1992
Marianne Kiley	1992
Constance Krea	1992
Ruth Rice	1992
Roy Trafton	1992

BOARD OF HEALTH**Three Year Appointment****Five Members - Three Associates**

Cordella Alfaro	1994
James Barbato	1994
Jonathan Bosworth	1992
Mark Conoby	1993
George Emmons	1992
Edward Calamal (Assoc)	1992
Ira Grossman (Assoc)	1992
William H. McInnis (As)	1992

FAIR HOUSING COMMITTEE**Three Year Appointment****Seven Members**

Robert Coan	1994
Katherine Reiner	1995
Lois Stern	1993
David Thorpe	1993

HANSCOM FIELD ADVISORY COMMISSION**Three Year Appointment****One Member, Two Alternates**

Ken Klemmer	1994
Frank MacIntire (alt)	1992

HISTORICAL COMMISSION**Three Year Appointment****Five Members - Two Associates**

Anita Dodson	1993
Francis Domurat	1994
Bill Klauer	1993
Virginia Milbery	1994
Lawrence Story	1992
Robert Rhodes (Assoc)	1992
Marianne Tavares (Assoc)	1992

HISTORIC DISTRICT COMMISSION**Three Year Appointment****Six Members - Four Alternates**

Christopher Dallmus	1994
Anne Forbes	1994
Joan Gates	1993
Wesley Mowry	1992
Michaela Moran	1992
Sandra Schmidt	1993

METROPOLITAN AREA PLANNING COUNCIL**Three Year Appointment****One Member**

Donald Gilberti	1994
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MINUTEMAN HOME CARE**One Year Appointment****One Member**

Marian Grotheer*	1992
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PLANNING BOARD

Five Year Appointment

Seven Members - Two Associates

Douglas Carnahan	1994
Mary Giorgio	1992
David L. Hill	1993
James Lee	1994
Gregory Niemyski	1993
William Shupert	1995
John Pavan (Assoc)	1992

PRISON ADVISORY COMMITTEE

Three Year Appointment

Three Members

Harold Gordinier	1993
Jean Schoch	1992

RECREATION COMMISSION

Three Year Appointment

Five Members

Johnathan Kelly	1994
Bruce Stamski	1994
Caroline Tohline	1992

SOUTH ACTON REVITALIZATION COMM.

Three Year Appointment

Five Members

Betsy Eldridge	1994
Samuel Manka	1994
Sandra Whaley	1994

TRANSPORTATION COMMITTEE

Three Year Appointment

Ten Members

Martin Graetz	1994
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VOLUNTEER COORDINATING COMMITTEE

Three year Appointment

Seven Members

Betsy Comstock	1994
Walter George	1994
Charles Husbands	1994
Charles Kadlec	1992
Jean Lane	1992
Peggy Snook	1993
Nancy Whitcomb	1993

APPOINTMENTS MADE BY MODERATOR

FINANCE COMMITTEE

Three Year Appointment

Nine Members

Mark Allen	1994
Camille Chavez Gabbrielli	1994
Dr. Mary Donald	1994

Arthur Harrigan	1993
Paul Kohout	1993
William Mullin	1993
Charles Olmstead	1992
Joseph Peters	1992
Ralph Sanford	1992

MINUTEMAN VOCATIONAL SCHOOL COMMITTEE

Three Year Appointment

One Member

Robert A. Wiltsie	1994
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APPOINTMENTS MADE BY TOWN MANAGER

ASSISTANT TOWN MANAGER

John Murray

ASSISTANT ASSESSOR

Lela Sorensen

LOCAL BUILDING INSPECTOR

Garry Rhodes

CONSTABLES

David Allen
Christine Joyce
Frederick Hryniewich
David Muscovitz
Robert Rhodes
Barbara Harnett

DIRECTOR OF PUBLIC HEALTH

Douglas K. Halley

DEPUTY BUILDING INSPECTOR

David Abbt

DEPUTY FOREST WARDEN

Donald F. Copeland
Clarence Frost

DEPUTY INSPECTOR OF GAS PIPING AND GAS APPLIANCES

James G. Corey

DEPUTY INSPECTOR OF WIRES

Donald MacLeod

DIRECTOR OF CIVIL DEFENSE

Norman D. Lake

DOG OFFICER

Leslie Boardman

FENCE VIEWER

David F. Abbt

FIELD DRIVER

William J. Durkin

ACTING FIRE CHIEF

Robert c. Craig

CAPTAINSClarence Frost
Bernard CaouetteDonald Copeland
Edward Bennet**LIEUTENANTS**Paul Simeone
Carl RobinsonGeorge Williams
William Primiano**FIREFIGHTERS**Forrest Emerson Bean III
Joseph Conquest
David G. Nichols
Peter A. Robinson
Brian Richter
William Klauer
Robert Wetherbee
Brent WheelerDavid Calkins
James Kessler
Robert A. Vanderhoof
Richard O'Leary
Wayne Decker
Bruce L. Vinal
James Young**FIREFIGHTERS/EMT**Robert Sabourin
John White
David Harris
Daniel Morse
Geoffrey Neagle
Ricky Robinson
David Soar
Tom WallersteinKevin Lyons
Scott Morse
Michael Lyons
Robert Hart
James Ray
Krist Nelson
Mark Richardson
Anita Arnum**CALL FIREFIGHTERS**Lt. Carl Simeone
Robert Puffer
Eric Nelson
Stephen Sliney
James Davis
Michael March
James Fenton
Donald Anderson
Edward Brooks
James PattonRichard Swenson
Gary Finneault
John Simeone
William Hartman
Kenneth March
Michael Smith
Mari Ann Neagle
Ruston Miller
Ronald Pudsey
Kenneth Ineson**FOREST WARDEN**

Robert Craig

INSPECTOR OF ANIMALS

Patrick Palmer**

INSPECTOR OF GAS PIPING AND APPLIANCES

Paul Kelleher

INSPECTOR OF WIRES

Clarence Frost

PUBLIC WEIGHTERSRobert S. Rhodes
Robert Greenough
John T. McNiff
Jeffrey DudleyJames A. Barbato
Paul Cogan
Roanld Johnson
Christopher Prehl**SEALER OF WEIGHTS AND MEASURES**

Mark Fitzpatrick

SUPERINTENDENT OF CEMETERIES

T.F. Stewart Kennedy

SUPERINTENDENT OF STREETS

Richard Howe

TOWN ENGINEER

David Abbt

KEEPER OF THE LOCKUP

George W. Robinson

POLICE DEPARTMENT**(Standing Civil Service Appointment)**Chief George W. Robinson
Lt. John T. McNiff
Lt. Francis J. Widmayer**SERGEANTS**Robert S. Rhodes
Thomas J. RogersRobert Parisi
James V. McPadden**PATROLMEN**Bernard Harrison
William Hayes
Paul Cogan
Brian Goodman
Jeffrey Dudley
James Goodemote
Ronald Johnson
Raymond LaRoche
Todd Frenniman
Michael Coughlin
John CooneyChristopher Browne
Stewart Fenniman
Frederick Rentschier
Robert L. Cowan
Pablo Hernandez
Albert Crowley
Raymond Grey Jr.
James Cogan
Michael Oman
Christopher N. Prehl
Donald Palma**MATRONS**June Carney
Deborah RichardsonChristine Joyce
Linda Koch**POLICE DEPARTMENT
CIVILIAN DISPATCHERS**Faith Allen
Kevin AntonelliAllura Taylor
Scott Howe

**VETERAN'S AGENT AND
DIRECTOR OF VETERAN'S SERVICES**

W. Roy Wetherbee

VETERAN'S BURIAL AGENT

T.F. Stewart Kennedy

AUDIT MONITORING COMMITTEE

Three Year Appointment

Five Members

Charles Bradley	1992
Cornelius Coughlin	1992
Sara James	1991

COMMISSION ON DISABILITY

Special Terms

Seven Members

Louis Beauregard	1993
Wayne Geehan	1994
Cary Hobson	1993
Connie Ingram	1992
Edward Kelley	1994
Walter Kiver	1994
Mary Ellen Mayo	1994
Carol Lake (Town Liason)	1993
Joan Burrows (Assoc)	1992

INVESTMENT ADVISORY COMMITTEE

Three Year Appointment

Five Members

Brewster Conant	1994
Howell Evans	1992
James Greenbaum	1994
Allen Gulliver	1994
Charles Putnam	1993

PUBLIC CEREMONIES & CELEBRATIONS

Three Year Appointment

Nine Members

Frank Flowers	1992
Kenneth Gould	1994
Kenneth Klemmer	1994
Richmond Miller	1992
Janet Thrope	1994

TOWN REPORT COMMITTEE

Three Year Appointment

Five Members

Susan Fingerman	1994
Mildred Jarvis	1994
Sandra Masson	1994
Georgiann Taylor	1994
* Resigned/Retired	
** Deceased	



A back bay of Nagog Pond, where migratory ducks spend several weeks each spring and fall. Species include Goldeneye, Bufflehead, Hooded Merganser, and Common Loon.

TOWN SERVICES

ACTON/BOXBOROUGH ARTS LOTTERY COUNCIL DISBURSEMENTS APRIL 4, 1991

Those present were: Rosalie DeQuattro, Penny Pitts, Ellie D'Entremont, Holly Ross, Nancy Rembert, Lois Wisman, Margaret Tsao, Liz West, Lisa Harsip, and new member Janet Thrope.

It was moved, seconded, and carried to grant the following monies:

Poetry in Motion	\$250.00
The Movement of Music, Semanya McCord, Grey J.H.	250.00
Creativity Contest, A/B H.S.	250.00
Cooperative Elder Services	210.00
Mass. Historical Musical	250.00
Recital, French Vocal Works	150.00
Symphony Pro Musica	250.00
Fruitlands Museum	150.00
Three Apples Storytelling Festival	250.00
De Cordova, Art in the Park	250.00
Concord Chorus	250.00
Indian Hill Symphony Orchestra	250.00
Thayer Symphony Orchestra	250.00

Acton	Term Expires
	June 30
Rosalie DeQuattro	1993
Lisa Harsip	1992
Penny Pitts	1992
Nancy Rembert	1993
Sharon Santillo	1993
Valerie Spotkill	1992
Janet E. Thrope	1993

Boxborough	Term Expires
	June 30
Ellie D'Entremont	1992
Charles Garabedian	1993
Holly Ross	1992
Margaret Tsao	1992
Elizabeth West	1992
Lois Wisman	1992

ACTON MEMORIAL LIBRARY

The Acton Memorial Library, like all the other branches of Town government, has spent a greater part of 1991 contending with budgetary problems and meeting service obligations with the monies allocated. Due to lack of funds, a condition which has meant reduced staffing throughout the Town, the Library closed Fridays for 10 months of the year. This has resulted in a smaller patron count, but a larger circulation. It is the intention of the Library Trustees to insure that the Action Library maintains its State certification and meets the requirements for hours open and book budgets.

The start of 1991 saw a change in vendors for the Minute-man network. The training period went well and the addition of new terminals has made it easier for patron access to the system. There will be a continual up-grade of this system as the vendor adds more features.

The Children's department received a \$610 donation from The Learning Express from a fundraising campaign held by the store. An additional \$100 was donated by Beacon Communications from a 4th of July promotion. The funds were used to purchase books for the department.

In April the Library funded a Civil War encampment for the entire Town. The encampment was to honor the Action soldiers who served and fell in the Civil War. The Library is a memorial to those men. The encampment drew large crowds to the Arboretum where men and their families, dressed to represent the 5th New Hampshire Regiment, held musters, cookouts, demonstrated their equipment and discussed their living conditions. Dennis Ahern took charge of the encampment for the Library.

In May the Action Memorial Library Foundation, Inc. was formed as a non-profit corporation dedicated to raising funds for the Library. Their First Annual Appeal letter was mailed in June. By August, enough funds had been donated so that the Library could open on Sunday afternoons starting October 6th, from 2-5pm, through March 1992.

In addition to the highly successful summer reading program run by the children's department, the Library celebrated the "Great American Read-Aloud" in April and Children's Book Week in November with guest authors and illustrators. The Library Book Discussion Group has now been meeting on third Fridays, throughout the fall and winter, for the past three years.

Reference Librarian, Diane Ryan resigned in August to take a position as assistant director at the Bedford Library. In November we welcomed Dee Welles, formerly of Concord, as the new reference librarian.

The Trustees have reactivated the Long Range Planning Committee to look into the future needs of the Library. The committee will write a planning document to be filed with the Board of Library Commissioners, to ensure the Library's eligibility for State and Federal grants.

The Trustees not with sadness the passing of Hayward Houghton, a long-time Trustee who served the Town and the Library well.

In FY'91 the Library circulated 208,109 books; served 144,278 patrons; answered 11,467 reference questions; made 187 interlibrary loans; sent 1,408 books in network transfers, requested 3,204 from other libraries; answered 1,750 children's reference questions; and had 1,763 patrons attend special programs.

Dennis Ahern, President
Ann W. Chang, Vice President
Frances Moretti, Secretary
Brewster Conant
Susan M. Fingerman
Joseph Grandine, 2nd
Henry Hogan, III
Raymond Shamel

ANIMAL CONTROL OFFICER

Total Number of Calls	514
Number of Dogs Impounded For Dog bites	46
Unlicensed	39
Licensed	7
Number of Dogs Sent to Lowell Humane Society	4

Les Boardman
Dog Officer

ANIMAL INSPECTOR

This year 13 premises of animal owners, other than dogs were inspected and found to be in order.

Animals in town this year consist of:

25	Horses
4	Ponies
43	Sheep
13	Goats
22	Poultry
1	Donkey
1	Flock of ducks and geese

23 dog bites were reported this year of which 4 people were bitten by their own dog.

All dogs involved were quarantined, as required by law for 10 days and all were found to be healthy and free of any contagious disease.

Three cat bites were reported of which one person was bitten by their own cat.

One bat bite was reported where the victim was bitten on the right ear and on the finger. After an examination of the bat at a laboratory, it was determined that the animal had rabies.

Patrick H. Palmer
Acton Animal Inspector

BOARD OF APPEALS

The board heard requests for 18 Variances and 5 Special Permits. All 5 Special Permits were granted. Of the 18 Variance requests, 2 were withdrawn, 2 were denied and the remaining 14 were granted. This year the Board did not receive any requests for Comprehensive Permits.

Matt Mleziva, Chair
Malcolm Burdine, Clerk
Duncan Wood, Member
Stephen Crockett, Alternate
Janet Clark, Alternate
Beatrice Perkins, Alternate

BOARD OF HEALTH

1991 was a time of completion and change for the Board of Health. Successful adjustments were made to previous staff and budget reductions. The Board was also successful in updating an existing bylaw and creating a new regulation that further protects the town's groundwater resources. The Board itself underwent a change when three long term members resigned and were replaced with qualified professionals, both as full members and associates. The Board looks forward to the new year with a fresh commitment towards addressing the town's health and environmental needs.

The Board, after considerable research and development, sponsored a revised Hazardous Materials Control Bylaw at the Annual Town Meeting. The Bylaw was adopted unanimously and implementation of its requirements began on July 1. Currently 50 facilities in town are permitted. The Board anticipates this number to increase by 50% in the coming year.

The daramic facility at W.R. Grace closed leaving only limited activity at that site. The aquifer restoration program continues to operate but the emissions are now being controlled by charcoal filtration. The actual closure of the hazardous waste

sites is proceeding but the Town is attempting to ensure the best solution is utilized by sponsoring a bioremediation study.

The Board of Health's administration of the Upper Blackstone contract continues to operate successfully. This user funded program ensures the proper disposal of septage from the town. The documentation generated for each property is entered into a computer data base which will assist the Board in notifying homeowners when their system should be pumped. Long term implementation of this program should reduce the number of septic system failures and enable the town to plan realistically for limited sewerage.

The proposed sewers for South Acton and Kelly's Corner are at a current standstill. The design for the lateral sewers are 90% complete and the preliminary interceptor design to Maynard has been completed. An agreement with Maynard has not been reached and the funding of the project has not been resolved.

Hazardous Waste Day, conducted in May, was the most successful day yet. No residents were turned away and the wait for service was minimal. Financial constraints were minimized by recycling oil and oil based paints for the first time. It is anticipated that the Hazardous Waste Day conducted in 1992 will be just as successful.

Despite the economic slowdown of the past year the Board of Health experienced an increase in permitting. The entire permitting statistics were as follows:

Well Permits	8
Septic System Installers License	58
Septage Haulers Licenses	16
Septic Inspectors Licenses	14
Food Service Permits	109
Sundries Permits	10
Motel Permit	1
Frozen Desserts	13
Milk & Cream Permits	48
Commercial Haulers	11
Swimming Pool Permits	19
Wading Pool Permits	3
Sewage Treatment Plant Operations Permits	7
Septic System Repair Permits	73
New Septic System Permits	93
Massage Establishment Permits	6
Massage Practitioner Permits	6
Burial Permits	72
Hazardous Materials Storage	50
Aquifer Special Permits	25

Statistics for 1991 indicate that on building lots the Health Department witnessed 185 deep test holes and 73 percolation tests. These tests led to the approval of 93 new residential septic system permits. In addition, the Health Department witnessed

testing on seventy-two existing house lots which led to the issuance of 73 reconstruction septic system permits.

Housing, Food Service, and other complaint activities were as follows:

Housing Complaints	30
Units Inspected for Acton Housing Authority	15
Food Complaints	10
Miscellaneous Complaints	10

Over 350 comprehensive and follow-up inspections were conducted at 109 food establishments within the Town. This increase is a continuing trend over previous years which has been achieved by better organization and priority setting.

Fees collected for permits were as follows:

Sewerage	\$35,959
Food Service	17,360
Misc.	4,003
Sealers	4,262
Reproduction	121
Well Permits	545
Hazardous Material Storage	8,955
Commercial Hauler	550
Septage Administration	13,941
Upper Blackstone Disposal	132,651
Total	\$218,347

Reportable disease statistics were as follows:

Total Reports filed	40
Bat Bite	1
Cat Bites	7
Dog Bites	12
Salmonella	4
Giardia	1
Tuberculosis	2
Campylobacter Jejuni	5
Pertussis	1
Lyme Disease	2
Mumps	1
S. Hadar	1
E. Coli	1
Trichomonas vaginitis	1
Yersinia Enterocolitica	1

The Board will miss former members Joseph Glannon, Gerhard Heinrich, and Marilyn Hotch. Each of them brought a wealth of knowledge and dedication to the Board. New members Mark Conoby, Cordelia Alfaro, and James Barbato are welcomed with anticipation of the services they will be able to provide.

The Board extends its thanks to the following members of her departments who helped them in the past year: Dick Howe, Tom Tidman, Gary Rhodes, Bob Craig, Roland Bartl, David Abbott, Dean Charter, and Connie Huber.

George Emmons, Chair
Jonathan Bosworth
James Barbato
Mark Conoby
Cordelia Alfaro
Edward Calamal, Associate
Ira Grossman, Associate
William H. McInns, Associate

BUILDING DEPARTMENT

After 22 years as secretary to the Building Commissioner, Norine is retiring. When Norine first started, a house was valued at about \$20,000. Today the average cost (not including land) is \$123,000. The Building Department has grown from one two-drawer file to 18 four-drawer files.

In 1970 the Building Department took in about \$15,000 in fees. In 1991 the department took in over \$130,000 in fees. Times have changed and Norine has changed with them. She will be missed by many as well as myself. Good luck, Norine.

The figures for the year ending December 31, 1991 are as follows:

New Residential Dwellings	77	\$9,416,667.00
Residential Additions	203	1,783,200.00
New Commercial Construction	1	11,000.00
Commercial Additions	29	865,900.00

Garry A. Rhodes
Building Commissioner

CEMETERY COMMISSION

The Cemetery Commission is responsible for expenditures from the various cemetery trust funds, and oversees the operation and care of the three Town-owned cemeteries: Woodlawn, located on Concord Rd., Acton Center, est. 1738; Forest, on Carlisle Rd., North Acton, est. 1750; and Mount Hope, on Central St., West Acton, est. 1848. The Commissioners meet at the office/garage, located on the grounds of Woodlawn Cemetery, at 7:30 p.m. on the second Tuesday of each month. Any changes in this schedule will be posted at the Town Hall.

At the present time, the Cemetery Department maintains over 42 developed acres. Our personnel also construct monument foundations, set flush markers, prepare and plant endowed flower beds, and plant trees and shrubs. We assist in the selection and purchase of lots, assist undertakers at the time of an inter-

ment, help visitors locate gravesites, and answer inquiries about rules and regulations. We maintain our equipment, grounds, and buildings, including the Woodlawn Memorial Chapel, on a year-round basis. We also maintain the lot and interment records, and do our own billing and receiving.

WOODLAWN MEMORIAL CHAPEL

On Sunday, May 19, the Historical Commission held a meeting at the Woodlawn Memorial Chapel. Stewart Kennedy, the guest speaker, gave a history of the Chapel and William Klauer told the history of the Aeolian-Skinner organ, made in Boston, Ma., and demonstrated its abilities with a lovely musical selection.

The Chapel was used for four wedding ceremonies and related rehearsals, and four memorial services. Anyone interested in viewing the interior, or in using the Chapel, may call 264-9644.

THE CEMETERIES

Both Woodlawn and Mount Hope cemeteries were fertilized, several areas were treated for grubs, flower and shrub gardens in both cemeteries were sprayed in an effort to control the serious insect damage, and the shrubs were trimmed. We have an ongoing program for edging, leveling, and/or raising flush markers and for washing monuments with high pressure water. Cracks in the roadways at both Woodlawn and Mount Hope were sealed with hot-fiber crack filler.

Winter debris had been cleared away in the cemeteries when we were hit with the wind storm of April 28. Following the storm, the cemeteries had to be re-raked in preparation for Memorial Day.

Two young trees were tipped at a 45 degree angle during Hurricane Bob and were straightened and secured in place. The small debris distribution was so heavy and so extensive that the cemeteries had to be completely raked.

New cemetery leaf compost areas were created at Woodlawn and Mount Hope.

At Woodlawn Cemetery, selected trees were removed in an attempt to alleviate the winter ice conditions at the rotary in front of the office. The shrub beds and trees in the newly developed area, section 9, have been planted.

The Highway Dept. has been of great assistance in completing a new section at Mount Hope Cemetery. They hauled and leveled fill for proper grade and removed logs and stumps that had been piled up when the area was cleared. With the use of their screener and loader, Cemetery Dept. personnel screened and spotted 800-1,000 yards of loam which was then fine-graded over the approximately 1 1/2 acre site. The area was then seeded, fertilized, raked and rolled as well as an area of the perimeter of the cemetery. Twenty-two shrubs were planted in this vicinity.

Vandals removed eight shrubs from a cemetery garden and three shrubs from private lots. Also, a motor vehicle struck and did severe damage to one of the cemetery gates. Once again, we urge you to report any suspicious activities to the cemetery office, or to the Acton Police Department.

As part of the Town's policy of inter-departmental assistance, we assisted the Highway Dept. by plowing snow when needed and provided 950 man hours of work for the Department of Municipal Properties. We are grateful for assistance the Cemetery Dept. received from the Engineering Dept., Highway Dept., and the Dept. of Municipal Properties.

In 1991, the sum of \$71,778.60 was paid to the Town Treasurer to be deposited as follows:

General Fund	\$25,443.60
Cemetery Land Fund	9,204.00
Perpetual Care Fund	37,131.00

In addition to the various safety seminars attended by the crew, Crew Leader Dave Lee and Maintainance Man Steve Gray, attended a CDL license test seminar and with Maintainance Man Jim Audette, passed the new CDL Registry test. The Superintendent, Stewart Kennedy, presided over the Massachusetts Cemetery Association (M.C.A.) Nominating Committee, assisted with the M.C.A. audit, and with Cemetery Clerk, Nancy Howell, attended the M.C.A. winter meeting.

Jim Audette, using the facilities of the Engineering Dept., drafted the first map of Forest Cemetery on Carlisle Rd. This map was then used by Acton resident May L. Shepard, who undertook, at her own expense, the herculean task of documenting, both in writing and with photographs, every monument and grave marker in the cemetery. She have copies of her work to the Cemetery Department, the Library, and the Historical Commission. The Commissioners wish to convey their sincere appreciation of the many hours of her time she dedicated to this task. Her work is a valuable asset to the Department's and the Town's reference books.

Wesley W. Mowry, Chair
Charles F. Putnam
Edward R. Bailey
Walter E. C. George, Associate Member

CITIZEN'S LIBRARY ASSOCIATION OF WEST ACTON

Now completing its 108th year, the West Acton Citizen's Library continues to grow both in the number of patrons served, and in the size of its collection. With this growth on the one hand, and ever diminishing Town funds on the other, the Library has been fortunate, indeed, in the number of its dedicated volunteers who range in age from 9 to 80. Twelve regular, six part-time, and two elementary school-age volunteers assist the Librarian with a variety of projects as well as help at the front desk.

Volunteers continue to deliver books to Suburban Manor, Windsor Green, and to other housebound patrons who request this free service.

During the past year the Librarian and volunteers have worked hard up-dating the non-fiction sections and relocating these books to make it easier for patrons doing research.

In May, the Auxiliary again held a very successful fund-raising fair, and donated \$3,000 to the Town for the expressed purpose of having the exterior of the Library painted. During the summer the Auxiliary also subsidized the Children's Story Time, a program for young children of reading aloud and related crafts, led by Marjorie Root.

It should be noted that early last year a considerable number of documents, pictures, and books which concern the Town of Acton and had been stored in the Library, were turned over to the Historical Society on indefinite loan.

Total Collection:	10,565
(Books and Tapes)	
Purchased:	268
Donated:	283
Materials Circulated:	19,847
Out of Town Patrons:	802
Book Delivery:	896

Library Hours: Monday 7 p.m - 9 p.m.
Tuesday - Friday 10 a.m. - 5 p.m.

Librarian: Suzi Pomeroy
Board of Trustees: Frances Bissell
Edward F. Clary
Virginia C. Hahn

COMMISSION ON DISABILITY

The Acton Commission on Disability, a new name approved at the Special Town Meeting on October 28th, 1991, to conform with the state name change, has been growing steadily for the last four years. Much has been accomplished and recognition has come from throughout the state.

Handicapped parking signs are in almost all parking lots in Acton, and abuse of handicapped parking has been greatly reduced. Our program to identify vehicles is on-going.

Awareness has been increased through programs in the schools, the media, certificates of appreciation to citizens and businesses, networking, Enabler, the Commission's newsletter, and the friends group, Friends of the Acton Disabled.

The Commission's needs assessment was sent out with the 1990 census and brought a response of 446 returns, with 237 respondents noting a disability. A report of the results is available at the Town Hall, the Memorial Library, and from Walter Kiver,

Chairman. A second assessment was sent out with the 1991 census and the results will be compared with last year. We hope to begin with some programs and projects with the help from our friend's group, to address needs of the disabled community and foster better understanding in the whole community.

The Commission has received calls from groups and individuals all over the state with requests for information: on the handicapped parking program run in coordination with the Acton police department, how to begin a commission, how to start a friends group, general information, and problem solving. Many calls revolve around access issues including parking, housing, doorways, and accessible restrooms, as well as some on equipment such as wheelchairs, modified vans, and adaptive clothing.

Members continue to educate themselves by attending regional and state meetings. Networking is invaluable. This year the emphasis has been on the federal legislation and the Americans With Disabilities Act (ADA). The first part of Title III goes into effect on January 26th, 1992.

Friends of the Acton Disabled raised money to purchase four Kids on the Block puppets, (puppets with disabilities), and CODE has loaned us three more puppets. Those with physical disabilities, hearing and sight impairments, and the learning disabled will now be represented as shows are put on in the schools and the community twice a month. Former member Nancy Anselmo, with the help of Linda Gullede and volunteers, will be spreading awareness through this effective, stimulating vehicle. FAD also raised over \$3,000 with the help of the PTO's from Conant and McCarthy Towne for access at the Arboretum. Firm pathways and benches ensure that this beautiful area can be enjoyed by the whole community. FAD is also working with the Children's playground committee for access at the proposed playground for young children.

A new by-law was passed at the April Town Meeting, with the help of Roland Bartl, to help commercial establishments provide easier access for customers with disabilities. Business owners may install handicapped parking spaces, ramps, and other aids without seeking a variance.

In October, the Commission held an ADA awareness celebration at the Arboretum and proudly showed the new picnic tables built by Noah Budiansky for his Eagle Scout project. The two tables have a lip extended at each end to allow access for wheelchairs. With the help of two scouts, Mike Puschak and Oliver Will, more firm paths were added as well. Members of the Commission were joined by members of FAD, the Friends of the Arboretum, and members of the town Conservation Commission.

We welcomed a new member, Mary Ellen Mayo. Mary Ellen has jumped in as secretary and is working on the latest census while catching up on four years of Commission notes.

We wish to thank Gabrielle Prosnitz, an original member, who left last year. Gay was secretary for our first year and ran

awareness programs, began the Kids on the Block program, and Friends' Dolls, as the educational liaison. Gay will continue to help with awareness programs in the schools.

This next year will see the federal legislation, Americans with Disabilities Act, enacted. Commission members are excited and dedicated to working diligently to see that Title III will be carried out and that all businesses will be made accessible from the parking lot to the interior, including curb cuts, doorways, and accessible restrooms. It is a challenge to work to erase discrimination for individuals with disabilities. We want Acton to be in the forefront in meeting these federal regulations and we will be striving to make Acton accessible for all citizens. We encourage people to help us fulfill our dream - a community where everyone is able to fully participate in all daily activities.

A special note to the family of Sandy Dietrich. Sandy is sorely missed. She did so much in her short life to spread awareness in such a positive and upbeat way; she is a true beacon for us all.

Members:

Walter Kiver, Chair
Cary Hobson, Treasurer
Connie Ingram
Lou Beauregard
Wayne Geehan, Vice Chair
Mary Ellen Mayo, Secretary
Carol Lake, Town Liaison
Joan Burrows Assoc.

COMMUNITY HOUSING CORPORATION

In reflecting on the activity of the Acton Community Housing Corporation (ACHC) for fiscal year 1990-91, I find it has been an eventful but ultimately disappointing year.

It was a year in which we saw all of our prior efforts to facilitate the development of low and moderate income housing units in what we thought were our most viable projects (Barker's Pond, Great Hill, and North Acton Woods) all fall prey to an historically negative real estate market and its attendant disappearance of available construction financing.

It was a year in which several other interesting conceptual developments (Hayward Meadows, Great Road Apartments, and the Wally property) never evolved into meaningful plans, although the Wally property is still being reviewed by at least one investor group and may yet come back to us as a viable project.

It was a year in which our fund raising efforts were largely unsuccessful. Planning efforts centered on three areas: a proposed "Taste of Acton" evening with planned participation of local restaurant owners; a housing fair wherein booth space would be sold to participating banks, realtors, and other interested parties; and direct solicitation of donations, most specifi-

cally from local banks. All of these efforts netted a \$1,000 donation from Shawmut.

As an appropriately negative cap to an ultimately disappointing year, in May, due to a lack of financial resources or the existence of any self-funded projects, we were forced to terminate the part-time work of Bryan Wyatt, the corporation's partnership planner.

In the face of all of this I would still contend that the ACHC discharged its duties in an exemplary fashion. A small core of dedicated individuals have worked very hard to address the low and moderate income housing needs of the town of Acton in extraordinarily difficult circumstances. As we look to the immediate future I don't see any real probability that we will experience meaningful improvement in our economic environment. We must rededicate ourselves to our mission as advocates for low and moderate income housing by being flexible and creative in our approach to finding non-traditional solutions to the problem we were created to address, which is a problem that not only is not going away, but indeed is being exacerbated by the prolonged economic downturn. My personal wish for the new year will be that when the next version of this report is written, we will have something more concrete to feel good about than the comfort one takes from a noble but largely unproductive effort.

Bill Gothorpe, Chair
Peter Berry
Steven Day
Chuck Kostro
Kevin McManus
Betty McManus
Jana Mullin
Roy Smith
Nancy Tavernier
Bob Wiltse



The Acton Conservation Commission. Left to right, standing are William Hill, John Chalmers, and Ann Shubert. Seated are Morene Bodner, Peter Shanahan, and Andrew Sheehan. Missing is Charlotte Timledge, and associates Charlie Carlson and Linda McElroy.

CONSERVATION COMMISSION

Hello, from Acton's Conservation Commission and staff. Our Conservation Commission spent much of 1991 implementing their newly completed Wetlands Rules and Regulations, as well as overseeing the fourth year of Acton's Eastern Bluebird reintroduction program. Land management, as always, occupied a significant portion of the Commission's review time, of which, much was spent reviewing plans and development at the Acton Arboretum. Volunteer labor was a tremendous asset to Conservation this past year, provided both by local scout troops and Acton residents.

This was a very busy year for the Conservation Commission with respect to the Wetlands Protection Act. The Commission was responsible for the review of 38 Notices of Intent and 26 Requests for Determination. The review of projects involving work in and around Acton's wetlands was streamlined in 1991 with the aid of our newly completed Wetlands Bylaw, Rules and Regulations. This document dictates the direction and resource area protection developers must follow when working near Acton's remaining fragile wetlands.

Conservation's ongoing commitment to wildlife habitat enhancement projects was clearly evident this past year. The Eastern Bluebird reintroduction program achieved it's greatest success thus far. We are proud to announce the successful nesting of four pairs of bluebirds during the spring and summer of 1991. This winter we will install an additional forty nesting boxes throughout town.

The Arboretum has continued to evolve into a wonderful gathering place for Acton's residents. The Conservation Commission was responsible for the review and approval of many exciting new landscape plans presented by the Friends of the Acton Arboretum. A close bond between enhanced natural habitats and a trail system allowing for people with special needs to enjoy the lands was the central theme of development in 1991, and will continue to be of prime importance in 1992. A special note of thanks to the "Friends of the Acton Arboretum" for acting as the catalyst driving the Arboretum forward, and to the Garden Club for continuing to cultivate our pride and joy, the Herb Garden.

The present state of our economy has left funding for conservation projects in a most limited manner. Thus, we rely extensively on the many hours of free labor and expertise provided by Acton's residents. A great deal of the Arboretum's development is a direct testament to volunteer time. Volunteering their time while achieving Eagle Scout status during the months of 1991, were scouts, Noah Budianski, Mike Puschak, Phil Tavernier and Thor Swenson. The Conservation staff thanks everyone that gave their time to promote local conservation projects in 1991.

This year saw a very full agenda for the Acton Conservation Commission. We were fortunate to have Morene Bodner and William Hill become commissioners, with Charles Carlson and Linda McElroy becoming new associate members. Other members of the Commission included Chairman Andrew Sheehan, Ann Shubert, Charlotte Timledge, John Chalmers, and Peter Shanahan. Acton's conservation staff included secretary Andrea MacKenzie and Administrator Tom Tidman. Thank you to all the Commissioners for giving their time to oversee our conservation lands and protect Acton's remaining wetland resource areas.

Andrew Sheehan, Chair
John Chalmers
Pamela Resor
Peter Shanahan
Ann Shubert
Charlotte Timledge

COUNCIL ON AGING

The Council on Aging (COA) provides direct services, programs, information, and referral to older citizens and adult children. Nineteen hundred citizens, sixty years and older, reside in the Town and are kept informed of COA activities and pertinent information through a direct mailed newsletter. COA staff is supported by a nine-member Council Board. The office/resource center is located in rented space in the Acton Congregational Church. Daytime programs are conducted in the West Acton Baptist Church.

Some of the COA direct services include home-delivered meals, varied day classes, bus trips to shopping, cultural, and recreational events, intake of fuel assistance applications, commodity food distribution, a friendly visitor program, professional speaker presentations, telephone reassurance calls, intervention and advocacy for individuals involved with social agencies, assistance with health insurance forms, emergency transportation on a case-by-case basis, counseling with adult children, loaning out of some medical/home equipment, maintenance of a collection of printed materials, and scheduling of home visits.

Town elders and handicapped persons have the availability of two door-to-door vans for area transportation for modest fees. The COA schedules the COA van which is a sixteen passenger, two wheelchair stations vehicle. Funding for the service of this van and the twelve passenger Road Runner is administered by the Lowell Regional Transit Authority using federal, state, and town assessments. Additional funding for staffing is received through the Executive Office of Elder Affairs. Program support is also received through gifts from the Friends of the Acton COA, Inc.

The COA has many friends and volunteers in the community without whom services and group social occasions for our elders would not be possible. We thank the Acton Rotary Club for their annual chicken barbecue, the Confirmation classes of St.

Elizabeth's, the parishioners of the Church of the Good Shepherd for their dinners, Theatre III for free dress rehearsals, the Salvation Army for Hillcrest Lodge availability, McDonald's for breakfasts, Northeast Correctional for lunches, and the Acton Garden Club, Junior Women's Club, and Acton Women's Club for programs. Many scouts helped with donations of holiday food and favors. Explorer Post 7 and Civil Defense volunteers gave hours of labor, snow shoveling, and furniture moving. We also thank our faithful wheel-a-meal drivers, our arm chair travel hosts, and all our other program volunteers.

There is an on-going need for volunteers who wish one-on-one contact with elders or who wish to work with groups at the center. Call the COA office at 264-9643 if you can give a donation of time.

Marcia Epstein, Chair
Dorothy Chautin
Warren Donovan
Peggy Erlanger
Juliana Kennedy
Marianne Kiley
Constance Krea
Ruth Rice
Roy Trafton

ELIZABETH WHITE FUND

A permanent fund was bequested to the Town of Acton by George R. White, in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making application for aid."

The Trustees signed requisitions to the Town Treasurer totaling \$9425.00 for the entire year. Funds were given to households in need.

Cornelia Huber
Edwin Miller
John Powers
Trustees

ENGINEERING DEPARTMENT

The function of the Engineering Department is to provide the Town boards, committees, and departments with Civil Engineering and Land Surveying expertise; to design, obtain approvals for, and supervise the construction of public works projects; to evaluate the engineering aspects of reports and plans for Town boards and commissions; to inspect subdivision construction

within the Town to insure conformance with plans and specifications; and to maintain and update Town maps, atlases, and associated files.

The Engineering Department staff currently consists of David F. Abbt, P.L.S., Engineering Administrator; Dennis P. Ring, Engineering Assistant II; Alan D. Perry, part-time Engineering Assistant I; and Donna Jacobs, part-time secretary. Eric K. Durling, P.E., is retained on an "as needed" basis to provide professional engineering review of minor departmental projects.

The Engineering Department supervises and coordinates several major on-going projects that are reviewed by the Massachusetts Department of Public Works. The design work is done by private engineering consultants hired by the Town, but when approved by the Massachusetts Department of Public Works the actual construction will be funded by the State. The reconstruction of the intersection of Routes 2A and 27 is being funded in this manner. This year we completed final design changes and obtained right-of-entry forms from several abutters. These forms are similar to a construction easement, and allow temporary access onto private property in order to complete public works projects within public ways. We also applied for and obtained approval from the Acton Conservation Commission for the portions of this project that fall under the jurisdiction of the Wetlands Protection Act. The plans have been accepted by the M.D.P.W. and the project is scheduled to be bid for construction early in 1992.

The replacement of the Wetherbee Street bridge over Nashoba Brook is another such project. The plans have received structural approval by the M.D.P.W. under Chapter 85, Section 35, and the project is awaiting funding. If approved, much of the construction work will be completed by the Town's highway department personnel and equipment.

The "temporary" traffic signals in West Acton have functioned extremely well this past year; so well, in fact that we have hired Vanasse Hangen Brustlin, Inc. to proceed with revising plans for the "permanent" signals. V.H.B. designed the temporary signals and will incorporate many of the favorable design aspects of these signals into the permanent design. The current lane arrangement will be enhanced by new traffic actuated signals suspended from a mast arm instead of the existing "fixed-time" signals mounted on the wooden pole and span wire. The Route 111 approach from Boxborough will also be reconstructed to a new profile and cross section.

In addition to state funded projects, the Town often initiates its own traffic improvement projects. The design and construction of traffic signals at the intersection of Route 62 and High Street is one example. Vanasse Hangen Brustlin, Inc. completed the design plans this year and the highway department made the required changes to the pavement widths to allow left and right turn lanes from Route 62 onto High Street, and a right

turn lane from High Street onto Route 62. In addition, pavement markings and electrical conduits were installed in anticipation of the signal installation. While the planning department continues to seek funding for the final phase of construction, installation of signal equipment, the initial changes should improve traffic flow at this intersection.

The Engineering Department is responsible for the survey, design, and construction stakeout of various projects undertaken by the Highway Department. Significant projects this year included completion of the first phase of the Charter Road sidewalk near Arlington Street. Construction was also begun on the section of sidewalk closest to the high school and additional sections will be constructed as easements are granted by abutters. Minor alterations were made to the drainage system on Taylor Road near the Conant School, and a new pre-cast concrete culvert was installed on Conant Street at Pratts Brook.

Numerous projects were undertaken for other departments during the year. Among these were stake out of a small wildlife pond in the Acton Arboretum for the Conservation Commission, and upgrading trail maps of various conservation lands using our AutoCad computer aided drafting system. We also assisted the Town Clerk's office in re-precincting the Town's voting districts using the most current U.S. Census data.

The Engineering Department also undertakes several special projects each year. We continued the Forest Road landfill groundwater monitoring well project. Due to budget shortfalls, our sampling schedule is still on an annual basis rather than semi-annually as in past years. The proposed North Acton Recreation Area made more progress this year. We applied for and obtained wetland approval from the Conservation Commission and submitted plans for review by the Army Corps of Engineers. Site grading plans were completed by Stamski & McNary, Inc., however, we prepared an extensive draft of the construction contract documents needed to bid the project. A major redesign of the South Acton railroad commuter lot was completed in the spring in anticipation of installing parking meters. The Board of Selectmen is currently reviewing several alternatives prior to issuing a policy on parking at the lot. Finally, after extensive research and review, we purchased a new electronic total station survey instrument to compliment our computer aided drafting/design (CADD) system. The new total station is capable of reading angles electronically and storing both angles and distances in an on board data recording device for future downloading to the CADD system. Finished plans can now be produced without manual manipulation of data.

Subdivisions are reviewed and inspected by the Engineering Department from initial submission to final completion of the roads. When a plan is submitted, a comprehensive engineering evaluation of all aspects of a proposed subdivision is made based on current Planning Board Rules and Regulations. Stoneymeade, Kennedy Estates, Acorn Park, Colonial Acres III (MacLeod Lane), Haley Lane, Cook Estates (Ayer Road), and Gregory Lane

were reviewed and/or inspected in this manner. The Engineering Department also did a substantial amount of work for the Planning Board, including bond estimates and reviews of hammer-head lots and common drive special permits.

The Engineering Department handles the daily routine of inspecting street cuts related to the installation of utilities and driveways; responding to requests concerning drainage problems; reviewing site plans; preparing street acceptance documents; updating the Town Atlas, Flood Plain Maps, Zoning Maps, and other Town Maps; providing the general public with information; and assisting the various Town boards and agencies. This aspect of our work has been greatly enhanced by the capability of our CADD system. We are currently in the process of converting our hand drafted maps to computer generated versions which will increase the speed and efficiency of updating them.

We appreciate the cooperation received from the other Town departments, boards, and committees, especially from the Board of Selectmen and Town Manager's office for recognizing the need to maintain pace with current technological advances to compensate for the decrease in staffing over the past several years. We look forward to further productive efforts in the coming year.

David F. Abbt, P.L.S.
Engineering Administrator

FENCE VIEWER

The duties of the fence viewer are contained in Massachusetts General Laws, Chapter 49, Section 1-20, inclusive. This law pertains to the need for partition fences on property lines of adjoining improved parcels of land used for agricultural purposes (primarily the keeping of livestock). The appointed fence viewer for the Town reports no activity in such partition fences for the year 1991.

Although this is now an archaic position, several general questions concerning fences are answered each year. Landowners, when erecting fences, should keep the following facts in mind:

1. Section 5.3.1 of the Town's Zoning Bylaw limits the height of walls and fences in yard setback areas to no more than eight feet.
2. Massachusetts General Law, Chapter 49, Section 21, determines when certain fences may be deemed a private nuisance and should be consulted when there is a question concerning a spite fence.
3. Section E39 of the Town Bylaws provides that when erecting a fence fronting on a public way the fence should not encroach within the public right of way

without a written license from the Board of Selectmen. Assistance in determining the location of this right-of-way line is generally available from the Acton Engineering Department.

I can normally be reached during the day at 264-9628.

David Abbt, P.L.S.
Fence Viewer

GOODNOW FUND

The Goodnow will provides for the perpetual care payment made to the Woodlawn Cemetery and the balance of the interest earned from the fund to be paid to the Acton Congregational Church

Investment \$ 3,000.00

Receipts & Disbursements

Interest (2 Years)	701.65
Town of Acton for Perpetual care of Goodnow lot in Woodlawn Cemetery Fiscal 1990 & 1991	40.00
Treasurer of Acton Congregational Church Fiscal 1990 & 1991	661.65
	701.65

Mabel A. Grekula
Frances Moretti
Shirley Towle
Trustees

HANSCOM FIELD ADVISORY COMMISSION

The HFAC consists of 16 voting members: 10 represent 6 local towns and 4 local civic organizations and the remaining 6 represent businesses that use Hanscom Field. MASSPORT and the U.S. Air Force support every meeting, however they have no voting rights. For more information, detailed minutes of each meeting are on file at the Acton Library. This report will comment only on those issues that impact Acton.

Again, noise generated by aircraft was one of the major issues for 1991. The ongoing Part 150 study initiated by MASSPORT ran into several problems. The most serious was the failure of the engineering firm, Wyle Labs, to analyze the noise data that has been collected. MASSPORT terminated its contract with Wyle Labs and is currently searching for a replacement. This will delay completion of the Part 150 study by at least one year. In addition, a new federal law controlling airport noise will require expansion of the Part 150 study. This means more money and more time will be required to complete the study. The permanent noise monitors that MASSPORT installed this past

year in and around Hanscom Field are in operation. The data collected by this equipment will be used to support the Part 150 study and the update of the Generic Environment Impact Report that was started this year. The GEIR is a document that originated in 1988. The purpose of the report is to study the impact of an "assumed" growth at Hanscom Field over a five year period. The assumed growth for the period 1990-1995 will be 1% and 3% by direction from the Massachusetts Secretary of Environmental Affairs.

The monthly check by MASSPORT on the noise levels at Hanscom Field has not shown an increase in several years but there have been several changes in the operation that have increased the number of flights of larger/noisier aircraft. Two of the local sports teams have been using a charter jet that transports the teams from Hanscom. Since the charter aircraft is not "based" at Hanscom Field this is permitted by law. The number of military aircraft flying in and out of Hanscom has also increased because Pease AFB was closed and a Medivac unit from McGuire AFB also makes use of Hanscom.

If a particular flight seems noisy to you, you can call Hanscom at 617-274-6814 for an explanation. It is important to let Hanscom and your representative know of your concerns.

The subject of the possibility of a second airport for Boston located in the Ft. Devens/Ayer area is not an issue on the monthly HFAC agendas. MASSPORT does comment from time to time on the progress of the airport search group and the reasons for some of the decisions made by the search group. As of the moment it is not clear if a second airport will be needed, and if it will be needed, when it would be required to be operational. Acton should study the possible effects and be prepared to influence the resultant impact of a large airport in Acton.

Ken Klemmer, Acton Representative
Fran A. MacIntyre, Alternate Acton Representative

HIGHWAY DEPARTMENT

The Highway Department installed a guardrail fence at Goward Field, installed a new walkway at the arboretum, and dug a new pond. We helped the Cemetery Department to build new lots in West Acton by bulldozing, stumping, and regrading; installed a parking lot for Conservation on Nagog Hill Road; installed berm around Town; reconstructed a sidewalk was in West Square at Massachusetts Avenue and Central Street; replaced a concrete sidewalk at Acton Center Library; installed new gas lines at all the schools. We started a new sidewalk on Charter Road. All crosswalks, fog lines, and center lines were painted.

TRANSFER STATION

The Transfer Station is transporting 9,700 tons of trash per year to NESWC. The Highway Department continued the leaf recycling program and the Christmas tree recycling program.

This year about 1,000 tons were collected, saving the Town money on the tipping fees. The Town signed a contract with BFI to haul all of our recyclables from the recycling center. This program is working very well.

SNOW

Snow fence was installed at the intersection of Main Street and Hayward Road and Wetherbee Street at Route 2. Sand barrels were cleaned and placed around town. There were a total of 27 sandings and 6 plowable storms for total of 25 inches of snow for the winter. Salt and sand is available at the Town yard D.P.W. Building on Forest Road for all Town residents. All of the plows were sandblasted and painted.

DRAINAGE

The Highway Department installed a new 4X6 culvert that rotted out on Conant Street. Many basins were repaired and 8 new ones were installed. Some brooks were cleaned and catchbasins were cleaned throughout the Town.

EQUIPMENT

The Highway Department had three Mack trucks refurbished. It was very much appreciated.

ROADS

All drainage structures were raised to meet new road grades, stones were dug out and roads were crack filled. Approximately 7,500 tons of hot top was laid on the following streets: Route 62, Main Street, Conant Street, Arlington Street, Pope Road, and High Street. This program was a State program and was 100% reimbursable.

There was no oiling or hot top programs this year because of cutbacks in the Town budget. All roads were swept and all catchbasins were cleaned throughout the Town.

I would like to thank my assistant, Dave Brown, and my secretary, Elaine Lawson, for their help. Also my thanks to the men on the Highway Department for an excellent job done. I would also like to thank all other Departments for their cooperation and help throughout the year.

Richard Howe
Highway Superintendent

HISTORIC DISTRICT COMMISSION

The Acton Historic District Commission was appointed by the Board of Selectmen in the summer and fall of 1991 to administer the Historic District Bylaw and three Chapter 40-C Local Historic Districts that were passed by Special Town Meeting in November of 1990.

Over the course of the fall, the Commission met twice monthly to lay the groundwork for the administration of the Districts. The Commission wrote the Rules and Regulations for its own procedures, and developed formats and instructions for applicants for Certificates pertaining to construction work in the Historic Districts.

With that work accomplished, the Commission plans to file the District maps with Middlesex County Registry of Deeds early in 1992, and begin the administration of the Districts in time for the start of the spring building season.

Anne Forbes, Chair
Wesley Mowry, Vice-Chair
Joan Gates, Secretary
Christopher Dallmus
Michaela Moran
Sandra Schmidt

HISTORICAL COMMISSION

The Acton Historical Commission continues to answer inquiries regarding properties and other information pertaining to Acton's past. We are pleased that interest in local history appears to be increasing, and we encourage your questions which we shall attempt to answer.

During 1991, we were involved with the following requests for demolition permits. The AHC agreed that the house and barn at 127-129 Great Road might be removed from the Cultural Resource List and demolished by its owner, Mr. Robert Moran of Mini Warehouse Real Estate Trust, as the buildings are in a state of disrepair.

The John White house at 510 Great Road was dismantled and stored. It will be eventually erected at Boxborough Common where Mr. John Lyons will reconstruct it. Mr. Richard White, who lived in this house and who currently resides in Washington, D.C., supplied us with specific details on this building and Acton as he knew it in the early 20th century.

After six months of futile negotiating in an attempt to preserve, purchase, or rehabilitate the Lamson House, we voted to allow its demolition with the recommendation that the owner preserve as much as possible of the structure and allow it to be used as part of an addition to another building.

Members of the commission have continued to research and photograph properties throughout Acton. It is a never-ending task to gather information and other materials relating to buildings on Acton's Cultural Resource List. Once we have better access to our files, currently located in the attic of Town Hall, the job will be easier. We have collaborated with other town boards for the preservation of artifacts such as the Indian site in North Acton. We are always interested in cooperating with other committees toward restoration and preservation of Acton properties.

We appreciate the many hours of volunteer work that Ann Forbes and Richard Boast contributed to our undertakings.

Anita Dodson, Chair
Lawrence Story, Clerk
Francis Domurat
William Klauer
Virginia Milbery
Robert Rhodes, Jr., Associate
Marianne Trevaris, Associate

HOUSING AUTHORITY

During a year that presented great financial crisis throughout the Commonwealth we have continued to house successfully 280 households through our administration of a Section 8 Certificate Program, a State Chapter 707 Rental Assistance Program, a Chapter 707 Single Room Occupancy Program for handicapped, a Chapter 689 Handicapped Program, a Chapter 705 Family Housing Program consisting of twenty-seven scattered site condominiums, a twelve unit family housing development, and two Chapter 667 elderly/handicapped housing complexes.

1991 has proven challenging to both the Board and Staff as we wrestled with State mandated staffing and salary reductions while attempting to maintain a constant level of support services to our clients. Our consistency was due to the efforts of a dedicated staff combined with a community commitment to fund specific programs earmarked for the Authority's subsidized clients. These were a career counseling program, a Parent Aide Program for families in crisis, and a unique Single Parent Program offered by the Authority under the direction of staff member Doli Atamian. The Authority would like to thank the following for their continued support and/or financial contributions: the Acton Lions Club, the Acton Rotary, the White Fund, the Acton/Boxborough United Way, the Acton/Boxborough Junior Women's Club, the Acton/Boxborough Girl Scouts, Digital Equipment Corporation, and several area churches. Through the continued commitment of the State/Federal housing subsidy programs, the Town agencies, Boards, Departments, the community at large, and the financial support of community service organizations and businesses, our clients will continue to develop self-reliance and self-sufficiency for their future.

Betty McManus, Executive Director
Board Members
Barbara Yates, Chairman
Jean Schoch, Vice Chairman
Joseph Mercurio, Treasurer
Barbara Willson, Secretary
Peter Berry, Member

INVESTMENT ADVISORY COMMITTEE

The Town of Acton has fifty different trust funds which are pooled for investment purposes in its own Common Trust Fund. Of this number twenty-six are Cemetery funds, thirteen are Library funds, four are charity funds, seven are general funds serving a variety of purposes. The funds vary widely in dollar amounts with the original gifts of seven of them amounting to less than \$500.00 each while several exceed \$100,000 and one funds amounts to nearly \$300,000. The Common Trust Fund was established in 1980 and has the Bank of Boston acting as the custodian and keeping the record of each of the fifty participants. Franklin Management Corporation acts as the investment manager and all purchases and sales of securities are made in consultation with the Town Treasurer and the Investment Advisory Committee. For the fiscal year ended June 30, 1991 capital gains of \$41,914.90 were realized of which \$13,946.14 was in the sales of common stocks and \$27,968.76 was in sales and maturities of bonds. This, together with the net amount of \$174,767.50 realized between 1980 and June 30, 1990 makes a total of \$216,682.40 in capital gains that has been realized since the Town Common Trust Fund was established. In addition the appraisal of the fund on June 30, 1991 showed \$173,631.94 of unrealized capital gains of which \$116,577.45 was in the com-

mon stock portion and \$57,054.49 was in the bond portion of the account.

The members of the Investment Advisory Committee have received detailed quarterly reports of the Common Trust Fund and they have met at intervals with its investment manager to discuss the account and any investment action that may be proposed. They have also been available by telephone when needed between meetings.

A summary report of the Acton Common Trust Fund as of June 30, 1991 is given in the table at the end of this report. The bonds and notes in the trust had an average maturity of 2 years and 9 months with the longest maturity being 5 years and 10 days. This group of securities makes up 84.8% of the total fund at market value and is composed entirely of U.S.A. Treasury and Government Agency bonds and notes. It was earning an annual income of \$122,625 which amounted to 7.9% based on the cost and 7.6% based on the market value of these securities. The common stock portion of the portfolio consisted of 17 different companies covering a broad spectrum of American Industry, with the greatest concentrations being health care, consumer staples, and telephone utility companies. The annual dividends being received amounted to \$8,906 for a return of 5.3% based on cost, but only 3.1% based on the market value of these securities. This reflected the fact that unrealized capital gains in this part of the portfolio amounted to \$116,577.

TOWN OF ACTON TRUST FUND

	Cost		Market Value June 30, 1989		Unrealized Gain	Annual Income
BONDS AND NOTES	1,548,645	90.0%	1,605,700	84.8%	57,055	122,625
COMMON STOCKS	167,873	9.8	284,450	15.0	116,577	8,906
CASH EQUIVALENT	3,442	0.2	3,442	0.2	-----	210
TOTAL	1,719,960	100.0%	1,893,592	100.0%	173,632	131,741

Charles F. Putnam, Chair
W. Roy Wetherby, Dir. of Finance
Brewster Conant
Howel T. Evans
James L. Greenbaum
Allan D. Gulliver

THE LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (LRTA) is one of fourteen regional authorities established within the Commonwealth in 1974 to continue and improve local transit services. Working with the Acton Council on Aging and the Transportation Advisory Committee, the LRTA forms the basis of three local transportation services: the Road Runner Van, The council on Aging Van and Amtrak Commuter Rail Service.

Service to town residents aged 60 years and older, or those who are handicapped is provided by two van services operating five days a week. The Road Runner and the COA Van provide curb-to-curb, pick-up service in Acton and surrounding towns on an advanced (24-hour) reservation basis. Both vans can accommodate ambulatory, as well as wheelchair-bound patrons.

The vans may be used for a variety of purposes including shopping, medical appointments, visits to the CES Day Care Center, Senior Center activities, recreation, or visiting friends and relatives. The nominal fare schedule is 40 cents per one-way trip within Acton, 80 cents for trips to Concord or Maynard, and 10 cents to the Senior Center at the Acton Baptist Church. Road Runner service may be arranged by calling 263-4691, while COA Van information is available at 264-9651.

For several years, the Road runner was the sole means of transportation available through the Council on Aging. with ridership continuing to increase, it became apparent that additional facilities would be required to maintain adequate service. In February of 1987, service was expanded by initiation of the COA Van. This new service resulted from the combined efforts of the LRTA, which supplied the van; the Council on Aging, which provides the management of the service; and financial subsidy by the Town. Operating expenses have been reduced further through the cooperation and proficiency of the Acton Highway Department which has maintained the COA Van at an outstanding level of availability.

This cooperative effort has resulted in operating costs lower than those of the Road Runner. Ridership on the combined services was over 13,000 in 1989, rising to almost 14,000 in 1991. In calendar year 1991, the Road Runner provided 6,292 trips, while the COA Van was used for 7,306 elderly trips, 358 disable transports and 24 riding companions for a total of 7,688 trips. Amtrak Commuter Rail Service offers 16 round trips per weekday to Boston starting at 6:26 AM, nine to Fitchburg, with three continuing on to Gardner. Saturday and Sunday schedules are more limited. Schedules can be obtained at the Acton Memorial Library or by calling 1-800-392-6099. Service to Boston terminates at North Station with an MBTA rapid transit station directly across the street. The Fitchburg run ends at Depot Square (at the junction of Rts. 2A and 12), where Montachusets Regional Transit Authority(MART) local buses connect. MART

information may be obtained by calling 1-508-345-7711. Trains depart from the South Acton Commuter Parking Lot located on Central Street, just off Main Street. The fare from Acton to Boston is \$3.50 one way, children's fare is \$1.75, with reduced rate 12 ride and monthly rates available.

Don Herskovitz
Transportation Advisory Committee

METROPOLITAN AREA PLANNING COUNCIL

MAPC provided staff support to the MAGIC (Minuteman Advisory Group on Interlocal Coordination) of which Acton is a member. The MAGIC subregion designed and promoted a new voluntary process for subregional review of Developments of Regional Impact (DRI) to be implemented in 1992; worked on Land Bank legislation supporting a local option bill to generate revenues for open space and affordable housing; and formed the Route 2 Corridor Advisory Committee (CAC).

MAPC staff also coordinated review of the Transportation Improvement Program; facilitated discussions and public input on the amendments to the State Implementation Plan for Air Quality; attended on behalf of our member communities; all PMT (Program for Mass Transportation) meetings; identified commuter parking locations in the MAGIC subregion; introduced the Pavement Management Program; provided population/age group forecasts; subregional and community census profiles; census data analysis; mapping of land resource protection areas; and coordinated review and input to "A Strategic Metropolitan Transportation System" as part of MetroPlan 2000.

Ongoing MetroPlan 2000 activities included development of the Transportation, Land Resources and Housing Elements with input by the subregions and policy committees.

Donald Gilberti

MINUTEMAN HOME CARE

Acton is one of 16 towns in an area stretching from Arlington to Harvard that receives help for its over sixty citizens from Minuteman Home Care (MHC). The private nonprofit corporation is directed by a Board of 28 members, appointed by the 16 towns. MHC pays for the services it provides with money from the Federal, State and Town governments, donations from individuals, corporations and foundations, and minimal fees charged on a sliding scale. During 1991 its income totaled \$4,768,027 from the following sources:

Federal	\$783,965
State	\$3,541,625
Town Shares	\$23,524
Fund Raising	\$124,024
Fees and Donations	\$294,889

Each town's local share assessment is based on the number of citizens over 60. For fiscal year 1992 which began July 1, 1991 this amounts to \$1,168 for Acton. This translates into 62 cents for each of the 1,812 over sixty citizens. In fiscal year 1991, Acton was unable to pay their assessment because of budgetary distress. A reduced assessment of \$500 was negotiated for that fiscal year.

MHC services provided to elders in Acton during the year that ended June 30, 1991 totaled \$129,125. 46 Acton residents received services through the State Home Care Program, which provides homemaking, transportation, case management, personal care, day care, protective services, companionship, chore services, information & referral and home health. 297 elders participated in services through Minuteman's Area Agency on Aging Programs, which include Home Delivered Meals, the Eating Together meal site, Legal Services, Nursing Home Ombudsman Program, Senior Aide Job Training, and Day care transportation. 46 Acton residents received services under Special Programs for nursing home screening and Alzheimer's Education.

The Board and Staff of MHC wish to thank Stanton Collins for his service on the Board during 1991 and Marion Grotheer who recently resigned as Acton's member on the Board. Both members provided excellent representation on behalf of Acton's elders.

MHC's office at 24 Third Avenue, Burlington and can be reached at 263-8720



Tom Tidman, Conservation Administrator, and Andrea MacKenzie, secretary for the Municipal Properties and Conservation Department, examine a plant specimen.

MUNICIPAL PROPERTIES

The Department of Municipal Properties discharges the following duties:

1. Maintenance, management, and construction of all Town Buildings, except those controlled by the School Department.
2. Maintenance and development of the Town Common, Parks, Playgrounds, Conservation Land, and Town Forests.
3. Management of street trees as provided in M.G.L. Chapter 87, and management of Public Nuisances related to Shade Trees, as provided in M.G.L. Chapter 132.
4. Mosquito Control as provided in M.G.L. Chapters 40 and 252.
5. Staff support to the Conservation Commission for ground-water protection, wetlands enforcement, and acquisition and management of conservation areas.
6. Technical expertise as needed for site plan and subdivision reviews and inspections.
7. Oversight of Cemetery operations.
8. Administration of utility budget.

ROADSIDE VEGETATION MANAGEMENT

This year 101 dead or dangerous street trees were removed, 52 street trees were safety pruned, 27 street trees were planted, and 106 tree stumps that presented traffic hazards were ground out below grade. Forty Scotch Pines were transplanted to provided visual screening at Goward Field and the Police Station. Fifteen of the street trees planted were paid for by the State as part of a "Massachusetts Relief" grant.

Approximately 40 miles of road shoulder were mowed with the side arm mower, and many other areas and intersections were cut using chain saws. Sections of Nagog Hill Road, Parker Street, Concord Road, Proctor Street, Heritage Road, Robinwood Road, Arborwood Road, Central Street, Homestead Street, Conant Street, Minot Avenue, Tuttle Drive, Newtown Road, Spring Hill Road, Foster Street, Coughlin Street, Charter Road, High Street, Maple Street, Martin Street, Stow Street, Arlington Street and Prospect Street were extensively cut back to re-establish the road shoulder. Poison ivy growing along approximately five miles of roadway was selectively sprayed with Weedone 170 to control this public nuisance.

The continuing major cause of street tree death in Acton is Ash Decline. This disease is believed to be caused by a mycoplasma like organism, or M.L.O. which is believed to be transmitted by a leaf-hopper. The disease is always fatal when it infects drought-stressed Ash trees that are growing in association with goldenrod, asters, and other grassy weeds. There is no control strategy, and infected trees die within one or two years of when the symptoms first appear.

Gypsy moth activity continues to rebound in western Middlesex County. State officials estimate that 899 acres were defoliated in Acton in June. Many caterpillars died due to Entomophaga fungus and Polyhydrosis virus, but enough survived to maturity to deposit significant numbers of egg masses. At this point it appears that large areas of Acton will be subject to defoliation in June of 1992. No town wide control program is contemplated, but landowners might want to think seriously about protecting high value plantings, which will die if repeatedly defoliated.

In 1991 Acton was recertified for the seventh consecutive year as a Tree City U.S.A. by the National Arbor Day Foundation, in recognition of our urban forestry efforts. The Director was also appointed to the Executive Board of the Massachusetts Urban Forestry Council, which is a State Board that works with the United States Forest Service on urban forestry programs. The Director reviewed and inspected all subdivision and commercial site plans for compliance with street tree and landscaping standards.

Hurricane Bob caused a moderate amount of damage to street trees and utility lines. All public ways, except those blocked by downed power lines, were kept open during the storm by Town crews, and most of the clean-up was completed in the following three weeks. Fifty public shade trees were destroyed in the storm, and many trees on conservation land will have to be removed from the trails. The Town has applied for Federal Aid for reimbursement of the storm costs.

In 1992 large portions of Acton are scheduled for a "program line trim", conducted by contractors hired by Boston Edison Company. Under this program, tree limbs that are in close proximity to electric wires, or that may grow out close to wires in the next three to five years, are cut back. All work done on town trees is by permit from the Tree Warden, and is inspected frequently. Proper line trimming does not have to be ugly or damaging to trees, but close supervision to protect the Town's property is important.

MOSQUITO CONTROL

The mosquito control program ran from late May until late September. The entire town was fogged five times with Malathion, each application requiring about 10 dry, calm nights to complete. The larvicide and water management program, which are highly effective in controlling mosquitoes at the source, were eliminated for FY'91 due to the budget cutbacks. The flooding associated with Hurricane Bob created an ideal environment for mosquito breeding, so the fogging cycle was continued until the first hard frost.

The U.L.V. Fogger dispenses a cloud of Malathion, at the rate of approximately two ounces per acre, in a swath 300 feet wide. The cloud can remain toxic to mosquitoes from 1 to 12 hours, depending upon weather conditions. This adulticide technique is highly effective in developed areas. In addition to

its use as a mosquito adulticide, malathion is a commonly used agricultural pesticide, registered for use on over 300 pests. All fogger operators are licensed by the Massachusetts Pesticide Bureau. Residents who wish to exclude their property from pesticide applications should contact this office by May 1 so that the exclusion areas can be mapped prior to the program start-up.

Homeowners can augment the Town's mosquito control activities in the following ways:

- Cut back overgrown shrubbery near your house that provide shelter and "resting areas" for mosquitoes.
- Drain stagnant puddles, unused swimming pools, and other containers that provide breeding areas for mosquitoes.
- Make sure that mosquito screens are in good condition, and screen in all porches.
- Wear light colored clothing and use moderate amounts of repellent when outside in the evening.
- Purchase biological larvicides such as "Bactimos", and apply them to small water bodies on your own property.

Generally, the mosquito population is highest in June, and they are most active at dawn and dusk; schedule outside events accordingly.

BUILDING MAINTENANCE

All town buildings received such minor repairs and paint as a very tight budget allowed.

The Town Hall Clock was back operating by late December, with only one clock face and the strike mechanism remaining to be repaired. The Town is indebted to Florence Rouillard Grandine, Joseph Grandine, and William Klauer for their substantial donations of funding, time, and technical assistance for this project.

In December Boston Edison Company retrofitted the lights at Town Hall with energy efficient bulbs and ballasts as part of their Encore Program. This work was done at no cost to the Town, and should save close to one thousand dollars in energy costs each year. All Street lights in town were surveyed in the early spring and late fall for outages. The failure rate for these lights is at around 3%, and an effort is being made to assure that they are repaired in a timely fashion. Acton's street light bill is approximately \$97,000 per year.

Serious thought should be given to removing the underground oil tank at the Memorial Library, re-use of the "Minute-man Building", major renovation of the West Acton Citizen's Library, planning for a badly needed expansion of the Police Station, and constructing handicap accessible restrooms at the Memorial Library.

In January, 1991 the town was given the "Best Overall Safety Performance Award" by Massachusetts Interlocal Insur-

ance Administration in recognition of our safety record and loss control efforts. The Director of Municipal Properties serves as the Safety Committee Chairman.

LAND MANAGEMENT

The 25 acres of turf maintained by this Department were mowed on a weekly basis during the growing season, were fertilized once, and aerated. This regimen of light fertilization, weekly mowing, and annual aeration is the absolute minimum required to maintain healthy athletic turf. As in previous years, we have gratefully accepted donations of manpower, supplies, and contracted services from athletic leagues to supplement the maintenance program. All fertilizer applied was either donated by the leagues, or purchased from field user fee receipts.

Over 1400 acres of conservation land and town forests are managed by this Department under the direction of the Conservation Administrator, Tom Tidman, who is also responsible for wetlands protection enforcement. The Department performed routine maintenance tasks on the conservation lands, such as brush-hogging open wildlife habitat areas at Great Hill, Nagog Hill, Stoneymeade, and Heath Hen Meadow, and spraying poison ivy along the hiking trails. A great deal of effort is put into developing and improving public access to the conservation lands, including the improvement of existing trails, the installation of trail markers and trail head signs, and the creation of new sections of connecting trails.

In 1991 over 200 trail markers were installed, in addition to 10 large wooden trail signs; over 150 boundary markers were also installed. Most of the boundaries where town land abuts residential property at the Nashoba Brook and Stoneymeade areas were clearly marked to prevent further boundary encroachments, and we are preparing for possible court actions in an instance of trespass that included removal on a substantial number of large town trees.

A parking area off Davis Road, for the Nashoba Brook Area, was constructed by the developer of the Arbors and one of the developers at Stoneymeade donated funds to construct an entrance road into the conservation land. Approximately 5000 feet of new trail was cut in at the Nashoba Brook Area; this will be the "Northbriar" trail.

For the first time, all plots at the Community Gardens in North Acton were rented out, and we will probably re-open the South Acton Garden next year.

The Director had frequent contact with the Acton Childrens' Playground Committee, a citizen's group organized to raise funds for a playground structure designed specifically for young children. By years end the group had made good progress in fund raising, and had been authorized to use a portion of Goward Field to construct the facility.

In late December the draft Open Space and Recreation Plan, 1992-1997 was circulated among town boards, departments and interested citizens for comments, which will be incorporated in the final document. This document, when completed, will serve as a framework for decision making about our open space for the next five years.

In closing, I would like to thank the many citizen groups, especially the Acton Garden Club, the Friends of the Acton Arboretum, and various scout and other community groups that have assisted the Department in 1991. We have also gotten a great deal of help from other town departments and individual town residents. As always, a great deal of credit should be given to the hard work and dedication shown by the department staff:

Andrea MacKenzie, Secretary
Tom Tidman, Conservation Administrator
Malcolm MacGregor, Jr., Grounds Crew Leader
Dayle MacGillivray, Building Maintenance Crew Leader
David Walsh, Groundskeeper
Arnold Johnson, Building Maintenance
James Howells, Building Maintenance
David Bouchard, Building Maintenance
Rob Brownson, Seasonal

Dean A. Charter
Municipal Properties Director



Nashoba Brook in winter. Each spring, the Massachusetts Division of Fisheries & Wildlife stocks Nashoba Brook with trout to provide recreational fishing.

PLANNING DEPARTMENT

Planning in Acton continued to be a focal point of community interest as the Town worked to implement the goals and objectives of the Master Plan completed and accepted by the Board of Selectmen and the Planning Board in the spring of 1991.

The professional planning staff works with the Planning Board and other volunteer Boards and Committees by providing them with assistance and guidance, and conducts the day to day business of the Planning Board. In 1991 the Planning Department was staffed by Town Planner Roland Bartl and Donna Jacobs, who serves as part time Assistant Planner and Planning Board Secretary. The planning staff's goal is to function as a resourceful municipal planning agency dedicated to providing innovative and professional planning services. We strive to provide the necessary legal and regulatory framework to implement Acton's Master Plan through pro-active planning.

The Acton Zoning Bylaw is one of the principal tools affecting land use and development in Acton. It is the regulatory blueprint for Acton's future development. In cooperation with the Planning Board and the Planning Council, Planning Department staff continued its effort to reshape the Zoning Bylaw so that it will serve better to reflect and implement the Goals and Objectives, and the recommendation of the Master Plan. In this context, the major changes in the Zoning Bylaw adopted by Town Meeting in 1991 are the new zoning standards for signs and advertising devices, a Master Plan consistency requirement for variances and special permits issued under zoning, the elimination of a special permit requirement for standard accessory apartments, and the removal of the re-zoning requirement for Planned Conservation Residential Communities. Resulting from the 1987 Planning Board approval of the Stoneymeade cluster development, the 1991 Annual Town Meeting accepted Town ownership of approximately 45 acres of fields and forest for conservation and recreation purposes.

One of the primary functions of the Planning Department is to coordinate the departmental review and legal permitting process for new development proposals submitted to the Planning Board under the Zoning Act, the Acton Zoning Bylaw, and the Subdivision Control Law. This review process includes negotiations with developers, explanations of the permitting process and development proposal to neighbors and residents, coordination of staff reviews, scheduling public hearings, and drafting of the decisions.

Development activity in 1991 was at its lowest level in many years reflecting the general state of the New England economy. Accordingly, there were few permits and subdivision approvals. The Planning Board endorsed 17 Approval Not Required Plans, approved one Definitive Subdivision Plan, and issued five special permits. The Planning Department manages the various performance guarantees posted with the Town to

secure proper completion of subdivision improvements. By the end of 1991, we held \$157,500.00 in construction bonds and six restrictive covenants.

The Planning Board is a seven member board appointed by the Board of Selectmen and has the statutory obligation of review and approval of new subdivisions under MGL Ch. 41, the Subdivision Control Law. In addition, the Planning Board also serves as a Special Permit Granting Authority under the MGL Ch.40A, the Zoning Act, and the Acton Zoning Bylaw for various Special Permits. Through these governing tools the Planning Board strives to protect the health, safety and welfare of Acton's residents and to preserve the integrity of Acton's character. Planning Board members in 1991 were Chairman Gregory Niemyski, Mary Giorgio, Quinton Brathwaite, Douglas Carnahan, David Hill, James Lee, William Shupert and Associate Member John Pavan. Board members bid farewell to Quinton Brathwaite who resigned in June and wish to thank him for his years of service to the Planning Board. In 1992, the Planning Board will hold regular meetings at 7:30 PM in Room 204 of the Town Hall, generally every other Monday. The meeting dates are posted on the Town Hall bulletin board.

The Planning Council dissolved itself in June of 1991 after its task to develop the Acton Master Plan was completed. The members and associates of the Planning Council in 1991 were: Chairperson Anne Fanton, Armand Dufresne, Robin Talkowski, Walter Pizzano, Betsy Comstock, Stephen Crockett, Pam Resor, Greg Niemyski, Harold Gordinier, and Richard Weidman. Before parting, the Planning Council recommended to the Board of Selectmen the formation of a new committee to facilitate the coordination of the Master Plan implementation process. This committee was established and has met monthly since October 1991.

In concluding, I would like to thank Donna Jacobs for her continued contributions to the Planning Department. I would also like to thank all other departments and town employees for their assistance and cooperation. Again, I would like to call attention to the enormous contributions given by Acton residents who serve as volunteers on the Boards and Committees we staff. It was a pleasure working with all of you and we look forward to future cooperation with you.

Roland Bartl
Town Planner

PRISON ADVISORY COMMITTEE

This committee meets quarterly with Concord's Prison Liaison Committee and the Concord Complex Administrator at the Middlesex Correctional Institution (M.C.I.), Concord and the facility administrator at the Northeastern Correctional Center (N.C.C.)

Committee members meet to keep open lines of communication between representatives of the State Department of Corrections and the Town. Information is exchanged and problems discussed.

There have been an unusually high number of administrative personnel changes at both facilities. However, morale seem to have remained high and well qualified persons have been appointed. Those with whom we meet are knowledgeable and interested in helping with Town concerns.

Meetings are posted. Anyone is welcomed to attend.

Jean Schoch, Chair
Harold Gordinier
Richard Weidman

PUBLIC HEALTH NURSING SERVICE

The Home Health Industry saw greater regulatory changes designed to enhance the quality of care in the last year. As the Acton Public Health Nursing Service is a certified Medicare/Medicaid agency, these revolutionary changes effected our agency as it did other agencies in our service area. The new Medicare survey and certification process which the health care financing administration has developed in response to the Omnibus Budget Reconciliation Act of 1987 (OBRA 1987) focuses on patient care and outcomes to the extent a home health agency assists patients to reach and maintain their highest level of functioning. OBRA 1987 also established conditions of participation for home health agencies in the area of patient's rights, accepted professional practices and assurances for the compliance of home health aides through training and inservice programs.

As in the agency's certified Medicare home visiting program, there were also greater quality controls in the public health part of the agency. This was recognized in a two-day training program attended by Teri Calderaro, RN who became qualified to teach other staff nurses the protocols involved in cholesterol screening and in which the agency received a two-year approval for conducting cholesterol screening clinics by the Department of Public Health.

The biggest even of the year was the Good Health Fair sponsored by the Friends of the Acton Nursing Service (FANS). The Health Fair sought the active participation of various agencies and facilities who made the fair a success.

Staffing changes took place with the retirement of Florence M. Ross, RN who gave 25 years of service to the community. The Friends of the Acton Nursing Service have established an endowment fund in Florence's name to be used to provide nursing care to Acton residents in need.

The Acton Public Health Nursing Service also recently implemented the new Health Care Proxy Law in which any competent adult 18 years of age or over may appoint a health care agent to make health care decisions if they become unable to make those decisions. Health Care Proxy forms are available in the Acton Public Health Nursing Service office for all residents who may be interested.

The following statistical information encompasses both home visiting and health promotion activities of the agency. A total of 4821 visits were made for 115 patients who needed skilled nursing, physical therapy, speech therapy, occupational therapy, medical social worker and home health aides. (Up by 25% from last year.)

Clinics	# Conducted	# Clients
Occupational Health	11	136
Windsor Green	8	102
Senior Center	11	340
McCarthy Village	4	34
Well Child	3	29
Cholesterol		
(ongoing in office)	46	
Lead Screening		
(ongoing in office)	428	
Flu		
(ongoing and at clinics)	244	
Hepatitis B vaccine		
to police	75	
Blood Pressure		
(ongoing in office)	129	
Mantoux (TB testing)	52	

As with any viable agency many factors and support systems go into the successful operation of the running of the agency. In that regard the Acton Public Health Nursing Service has the continued support of the Professional Advisory Committee who support the agency with its professional responsibilities and the FANS who offer funding for such programs as the Well Child Clinic, cholesterol screening, and community education. Our biggest support however comes from the community we serve, for without the calls, questions and referrals there would be no need for our services.

I wish to thank my staff for the care they give and the way they give it, the Health Department and the Board of Health, the physicians and other agencies and departments in the community who we interact with and the Acton community in which we serve.

Lucy A. Saia, M.S., R.N.C.
Administrator/Supervisor APHNS

RECREATION COMMISSION

The Recreation Commission's main function at this time is to facilitate the creation of a recreational park on land owned by the Town in North Acton. Several years ago a hydrogeological study was done by Pine and Swallow and it was concluded that there was a real possibility that a swimming area could be dug there. This past year was spent in trying to find ways to accomplish this with little or no cost to the Town of Acton.

Once it was determined that there might be enough gravel at the site to finance the project if the economy picks up, the Commission set about the task of getting the permits needed. First on the list was to present the idea of a park to the Conservation Commission. With the Order of Conditions in hand, the next approval needed was the Zoning Board of Appeals. Once that was obtained, the Army Corps of Engineers had to be satisfied that the Wetlands were going to be protected and that the project was not going to impact the area negatively. The Town is waiting for that approval at this time. Our role has been to work closely with the Town Engineering Department for plans needed to be drawn up showing a representation of what might be created for the park, for example, where the pond would be located, the bath house, parking, road layout, tennis courts, ball field, soccer field, jogging paths, and the handicapped accessibility to all these activities. The Engineering Department was a tremendous help in that they wrote up the Notice of Intent for the Conservation Commission and the Zoning Board of Appeal's application and attended the hearings with us. The Commission really appreciates the help they give us so willingly. The formal bids for gravel removal must go through the Selectmen's Office. Once the last approval is in hand we plan to see just how much money we might be able to get for our project. If the bids are favorable we will then start the final stage of putting a recreational pond in Acton.

Bruce Stamski, Chair
Kay Tohline
Jonathan Kelly

SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures annually checks the accuracy of all weighing and measuring devices used by retail and wholesale businesses in the conduct of their trade. This

includes scales, gasoline and oil pumps, yard goods and measuring devices, as well as investigating complaints in the sale of cordwood.

Number of devices sealed:	184 gas pumps, 96 scales
Number of devices adjusted:	12 gas pumps, 6 scales
Apothecary	54
Number condemned	2
Cordwood complaints	0
Revenues collected	\$3522

Mark J. Fitzpatrick
Sealer of Weights and Measures

TOWN REPORT COMMITTEE

The Town Report Committee would like to thank all those who contributed to this year's report in such a timely fashion. Any citizen reading about their efforts will be sure to feel a sense of pride and gratitude for the hard work and dedication of so many elected and volunteer boards. Special thanks to Town Manager's Secretary Christine Joyce and Connie Huber, Town Clerk for their coordination efforts, and to committee member Mildred Jarvis and her husband Ted for their excellent photographic capture of our conservation lands.

In this, our second year, the committee is enthusiastically developing themes for future reports. Citizen input is invited, and suggestions for themes may be submitted to any Town Report committee member.

Again, thank you to those who represent the best spirit of citizenship - our Town Boards, volunteers, & employees.

Sandra Masson, Chair
Susan Fingerman
Mildred Jarvis
Georgiann Taylor

TRANSPORTATION ADVISORY COMMITTEE

The Transportation Advisory Committee (TAC) works with the Town Planner, the Planning Board, and the Planning Council to provide information and advice on traffic and transportation related issues, including road and intersection improvements, sidewalk construction, traffic signals, and public transportation. Reporting to the Board of Selectmen, TAC reviews subdivision and other construction site plans for their effects on traffic circulation, vehicle and pedestrian access, and traffic safety.

Beacause of the continuing recession, TAC had little such work in 1991. Of the handful of site plans reviewed, only one (a muffler shop on Great Road) was for new development. TAC

also reviewed the plans for the rebuilding of the Mobil station in West Acton, and provided input at the Selectmen's hearing on the West Acton traffic light in November.

TAC also monitors regional transportation activities that may affect the town, such as the commuter-rail network, bicycle paths, and alternative transportation modes. Acton's representative to the Lowell Regional Transportation Authority (LRTA) is an associate member of TAC.

TAC members assisted the Town Engineer in researching the alternatives for bicycle security at the commuter-rail station as part of the new design for the parking lot. Members also have attended local and regional meetings and public information hearings on the search for a second international airport site. Two of the three "short-list" sites are at Fort Devens, so the issue is of more than academic interest to the Town.

TAC regretfully accepted the resignation of Betsy Comstock in November and Al McAdoo in December.

In December, TAC and the Board of Selectmen met to discuss the preparation of a new Committee charge, defining its responsibilities more clearly and perhaps more broadly as well.

TAC members are appointed to three-year terms (one year for Associates) by the Board of Selectmen. Persons who would like to serve on TAC should notify the Volunteer Coordinating Committee. At the end of 1991 there were five vacancies.

Albert McAdoo, Chair
Elizabeth Comstock (associate)
Martin Graetz
Sheldon Herskovitz (associate, LRTA representative)
William Litant
David Speicher (associate)

VETERANS' GRAVES

The following are the name, branch of service, date of death, and location of interment of the twelve known United States Veterans interred in the Acton Cemeteries in 1991:

John G. Quilty	Vietnam	U.S. Army
	March 11, 1991	Woodlawn
Patrick Palmer	WWII	U.S. Navy
	March 18, 1991	Woodlawn
William Joseph Berkes	WWII	U.S. Army
	April 21, 1991	Woodlawn
Earl W. Tee	WWI	U.S. Army
	May 15, 1991	Woodlawn
William A. Karkane	Peacetime	U.S. Navy
	June 20, 1991	Woodlawn
Clarence B. Owen	WWII	U.S. Army
	August 2, 1991	Woodlawn

Francis X. Meehan	WWII	U.S. Navy
	August 4, 1991	Woodlawn
Paul Austin Burnell	Korea	U.S. Army
	September 28, 1991	Woodlawn
Donald H. Weeks	Vietnam	U.S. Army
	October 14, 1991	Woodlawn
Alcide W. Beaudoin	Korea	U.S. Navy
	October 30, 1991	Woodlawn
Arthur C. Green	Korea	U.S. Air Force
	October 19, 1991	Woodlawn
Richard T. Turpin	Korea	U.S. Army
	November 10, 1991	Mount Hope

In preparation for Memorial Day, veteran flag standards and American flags are placed on the graves of all known U.S. Veterans. If this information was omitted on the burial permit or cremation certificate, we have no way of knowing that your loved one was a veteran until we receive the grave marker. The United States Government will provide a bronze or granite veteran's grave marker at no cost to the family, provided that the next-of-kin fills out an application, available from all funeral directors or from the Veterans' Agent, and forwards it to the proper authority.

If you know of a veteran whose grave has not been recognized with a flag and flag standard, I would greatly appreciate it if you would call the cemetery office at 264-9644 with the application information.

Stewart Kennedy
Veterans' Graves Registration Officer

VOLUNTEER COORDINATING COMMITTEE

During 1991, the Volunteer Coordinating Committee (VCC) continued to refine the process of matching interested citizens to the needs of the Town's 27 boards, committees, and commissions. The VCC interviews citizens to determine their preferences and expertise, and make recommendations to the Board of Selectmen and to the Town Manager, who make the actual appointments.

The process works well, due to the work done by many during the past years, as well as to the continued willingness of Acton's residents to contribute their time and knowledge to the Town. This contribution, by the more than one hundred and fifty people actively serving, amounts to thousands of hours yearly. Most of the functions provided by these boards would not be available without volunteers. More than the obvious monetary savings to the Town, they contribute interest and involvement not measurable in dollars.

The VCC noted a high level of willingness to volunteer by recent arrivals to Acton, which bodes well for the future. This is particularly impressive at a time when difficult economic condi

tions impose additional time demands on many of our citizens. We welcome the fresh perspectives, expertise, and enthusiasm brought to the committees by those new to Acton.

During 1991, the Historic District Commission, authorized by the November 1990 Special Town Meeting, was staffed, and is now holding regular meetings. The Board of Health, whose membership was depleted by expiring terms and members moving out of Acton, found many new, well-qualified members. Almost all of the other boards are at full strength; however, the memberships are an ever-changing process, and therefore the VCC encourages all those interested in becoming involved to fill out a Volunteer form, available at Town Hall and both libraries (as well as included in the Town Report).

On behalf of all, the VCC thanks all those who have contribute their time and energy. We hope you will continue to do so.

- Charlie Kadlec, Chair
- Betsy Comstock
- Walter George
- Charles Husbands
- Jean Lane
- Peggy Snook
- Nancy Whitcomb



This new trail along Nashoba Brook had recently been constructed, adding to the 20 plus miles of conservation trails. Work continues upgrading old trails with new markers and updating conservation trail maps.

PROTECTION OF PERSONS AND PROPERTY

POLICE DEPARTMENT

CHIEF OF POLICE
George W. Robinson

LIEUTENANTS
John T. McNiff
Frank J. Widmayer

SERGEANTS
Robert Rhodes
Robert Parisi
James McPadden
Thomas Rogers
Bruce Nadeau

PATROLMEN
William Hayes
Bernard Harrison
Pablo Hernandez
Christopher Browne
James Cooney
Michael Coughlin
James Goodemote
James Cogan
Todd Fenniman

Ronald Johnson
Paul Cogan
Brian Goodman
Robert Cowan
Albert Crowley
Raymond LaRoche
Raymond Grey
Jeffrey Dudley
Christopher Prehl
Frederick Rentschler
Stewart Fenniman
Donald Palma

MATRONS
June Carney
Linda Koch
Christine Joyce

SECRETARY
June Carney

DISPATCHERS
Faith Allen
Michael Cogan
Kevin Antonelli
Scott Howe
Allura Taylor
Anne Milligan

OPERATIONAL ASSIGNMENTS
Officer In Charge of Patrols
Officer In Charge of Special Services
Officer In Charge of
Detective Division
Lt. John McNiff
Lt. Frank Widmayer
Sergt. Robert Parisi

Department Prosecutor
Detective
Youth Officer
Youth Officer/Part-time
Safety/Crime Prevention Officer
Firearm Training Officer
Firearm Training Officer

Det. Bernard Harrison
Det. Chris Browne
Det. James Cogan
Ptl. Todd Fenniman
Ptl. Robert Cowan
Ptl. James Goodemote
Lt. John McNiff

-Basic Narcotic Course-
Detective Browne

-Drug Demand Reduction Seminar-
Officers J. Cogan and T. Fenniman

-DARE In-Service-
Officer J. Cogan

-Train the Trainer Seminar-
Sergeant McPadden, Officers Cowan, Goodemote and Dudley
-Multijurisdictional Task Force Management and Operations-
Sergeant Parisi

-Accident Reconstruction School-
Officer Dudley

-Infrared Breath Test Instructor School-
Officer Dudley

-District Attorney' Workshop on Investigating and Prosecut-
ing Child Abuse Cases-
Sergeant Parisi, Officers Harrison, Browne and T. Fenniman

EDUCATION

During the year, the number of officers holding degrees or working toward same from accredited colleges and universities reached 69%.

TRAINING

The Department provides its officers with an average of 50 hours of Law Enforcement Television Network (LETN) training per year. These are pre-recorded classes which the officer views on a time available basis. In addition, we also provide 30 hours per officer for required and specialized training. This has been accomplished in the climate of fiscal austerity by using every means available to stretch the training dollar. Prior to the advent of LETN we were expending \$21K for training and receiving 40 to 45 hours per officer. We now spend \$8K for nearly twice the number of training hours per officer.

The following training has been received by all officers:

LETN Courses
Cardiopulmonary Resuscitation
First Responders First Aid
Hazardous Material Enforcement
Breathalyzer Operator Recertification
Firearms Qualification
PR 24 Police Baton Recertification
Police Policy Training
Criminal Law Updates
Motor Vehicle Law Updates

In addition to the above, the following specialized training has been provided to the below listed officers due to the requirements in their specific assignments:

STAFF INSTRUCTORS

Seven officers have received training by the Massachusetts Criminal Justice Training Council that qualifies them as Instructors in at least one discipline that allows him to teach and to certify training in the name of the MCJTC. Sergeants McPadden and Nadeau, Officers Cowan, Goodemote, Dudley, Hernandez and Palma are all qualified Instructors.

-Highway Drug Interdiction-
Detective Browne

-Drug and Alcohol Resistance Education (DARE)-
Officer T. Fenniman

YOUTH PROGRAMS

Drug Education
Child/Stranger Danger (K-6)
Child Fingerprinting
Scout Police Station Visits
Baby Sitting Course
Santa Claus Visits
Advisor to ABCD
Governor's Alliance on Drugs
Drugs Guest Lectures
Students Against Drunk Driving
Code
Student Internship

SELECTIVE ENFORCEMENT

Drunk Driving Patrols
School Bus Violator Enforcement
Traffic Unit
Pedestrian Crosswalks

COMMUNITY

Taxi Licensing
Bicycle Safety Update
School Bus Safe Riding
Store Crime Prevention
Neighborhood Crime
Crimes Against the Elderly
Security Implementation

NCIDENT TYPE	1990	1991
ACCIDENTS	377	336
ALARMS RECEIVED	1,182	1,265
ANIMAL PROBLEM	545	560
ARREST	496	345
ARSON	3	3
ASSAULT	41	44
BREAK & ENTRY	132	99
BY-LAW VIOLATION	3	4
CHILD ABUSE	15	13
CIVIL COMPLAINT	26	11
CORI RECORD CHECK	121	123
CROSSWALK VIOLATION	N/A	1
DISTURBANCE	552	453
DOMESTIC DISTURBANCE	109	94
DRUG VIOLATION	35	16
ESCORT TO BANK	2	0
FIRE	432	443
FORGERY	9	7
GENERAL SERVICE	3,436	2,715
GUN VIOLATION	7	4
HEALTH HAZARD	38	20
KIDNAPING ATTEMPT	0	1
LARCENY	417	405
LARCENY OF M/V	40	32
LOCKOUT	47	56
MALICIOUS DESTRUCTION	321	241
MEDICAL CALL	392	384
MISSING PERSON	86	47
M/V VIOLATION	1,622	1,627
MUTUAL-AID	146	72
POLICE INFORMATION	1,310	918
PROTECTIVE CUSTODY	118	78
RAPE	5	2
VEHICLE REPOSSESSION	25	16
ROBBERY	7	2
SECURITY CHECK	1,732	1,984
SEXUAL ASSAULT	13	9
SUDDEN DEATH	5	9
SUICIDE ATTEMPT	21	22
SUSPICIOUS ACTIVITY	888	977
ANNOYING CALLS	116	138
THREATENING	65	58
TRAFFIC CITATIONS	6,054	5,296
TRAFFIC HAZARD	454	382
TRESPASSING	55	41
WARRANT ENTER/RECALL	112	103
TOTAL INCIDENTS	21,612	19,456

SUMMARY

In August an on-site inspection of the Department was conducted by administrators from Andover, Waltham, Massachusetts Bay Transit Authority and Dover, N.H. The inspectors spent three days with us evaluating the Department's readiness to meet National Accreditation standards. Minor changes were suggested and have been implemented. We have formally noti-

fied the Commission on Accreditation that we are ready for their inspection and have been informed it will occur this spring.

The Department policy manual has been revised and updated as an ongoing process.

The disk space in our computer was doubled allowing for an estimated ten year capacity for on-line storage of records. Four terminals were added giving us a total of 14 work stations. The Department has been selected as a test site for mobile data terminals which will be placed in three cruisers enabling the officer to communicate directly with the state and national computer without having first to go through the station.

The Drug Abuse Resistance Education program was again completed for all sixth grade classes. Working with the Schools a joint grant has been received with the intent to expand this program to the fourth grade. Once again the Acton Rotary Club deserves a special thank you for making this program possible.

The Traffic Unit was started in 1989. Statistics show since that year a 34% reduction in accidents requiring investigation.

I would like to thank the Town officials, boards, committees and the police union for their cooperation and support.

George W. Robinson
Chief of Police

FIRE DEPARTMENT

It is once again a pleasure and my privilege to submit my second annual report as Acting Fire Chief. In retrospect, it is my opinion that the year 1991 for the Acton Fire Department was, in fact, a good year. We were fortunate to be able to provide a full service emergency defense system for the Town, retain all of our career personnel, and accomplish this within the allocated budget. We were also fortunate in that we did not have any major incidents, any injuries or any fatalities as a result of fires.

We commenced a transition or transformation process as an attempt to upgrade our operations and equipment to further improve the already excellent service provided by this department. Without the cooperation and assistance of our personnel this would be a difficult task. However, I firmly believe that progress and change are possible and will take place to provide an even better full service emergency defense system for the Town of Acton.

As stated, we were fortunate in that there were no major fire incidents. This is not to say that the department was not busy as there were over 3,000 emergency and non-emergency responses and activities, which included extended preparation and operations for "Hurricane Bob". In addition to the actual responses, there were numerous smoke detector, tank installation and tank removal inspections.

There were a number of actual fire incidents which, largely due to the prompt and efficient actions of our personnel, resulted in minimal or moderate property damage. Most notable was a structure fire in a single family dwelling on Christmas Day, which in fact turned out to be an extremely busy day for Acton Fire Department personnel due to the number of incidents responded to on a normally quiet day.

In addition, during the year the department responded to several hazardous material incidents, one of which necessitated the response and assistance of the District 14 Regional Hazardous Material Team. The Regional Team, of which one of our firefighters is a member, worked with this department to control an incident which could have been potentially harmful to our personnel as well as occupants of the building involved.

In many of these incidents we were fortunate to have the assistance of fire departments from adjoining communities through our mutual aid agreements. Also, in several instances during the year, the Acton Fire Department in turn assisted the Towns of Carlisle and Maynard at major fires.

From a different perspective, there were a couple of events which I would have never envisioned happening, but which were certainly memorable and noteworthy. First was the visit and tour activities involving a Russian Fire Chief who was the guest for approximately one week of Firefighter Peter Robinson. It was indeed a pleasure to meet and interact with Chief Vladimir Scherbakov and to exchange information on an international basis. It was an experience I shall always treasure and never forget, and I would take this opportunity to thank Firefighter Robinson and to commend the sponsors of the Russian Program at the Acton-Boxborough High School for this experience. Many of our personnel shared in this interaction and were honored and pleased at this opportunity for international professional exchange. Chief Scherbakov was made an Honorary Member of this department and an Honorary Fire Chief in Massachusetts, among many other honors.

Second was this department's cameo appearance in a Hollywood movie starring Goldie Hawn and Steve Martin. This movie, due to be released in the Spring of 1992, features a brief appearance by several of our personnel as well as our Center Fire Station and apparatus.

Following then is a more detailed account of this department's activity and involvement in various specific areas during the year 1991.

Apparatus and Equipment

The most notable accomplishment within this category would have to be the delivery and placing in service of a 1991 Wheeled Coach Ambulance. This is our first diesel powered ambulance and seems to be working out very well. The aerial ladder on the ladder truck received and passed an annual test by a commercial testing firm. Our brush truck continued to be reconditioned during the year with completion scheduled for

early in 1992. The work is being done largely by the firefighters themselves with minimal expenditure of funds.

Relative to our tools and equipment, our original Hurs Tool (Jaws-of-Life) required a complete new 4-cycle engine during the year, which gave the unit a quieter, more efficient operation and extended its useful life. It was also necessary to repair a number of the components of our Self-Contained Breathing Apparatus and many of our portable radios.

Communications

We have begun to address some of our critical communication problems by the repair and/or replacement of some equipment. We have also begun to survey and analyze our total communication system to determine present and future needs. Some of these needs may turn out to be related to a Regional Dispatch proposal to be forthcoming in the near future.

I would also like to mention the donation by a resident of the town of a cellular telephone and accompanying service primarily for use in the ambulance. This is a transportable unit which may be utilized on a daily basis for emergency radio back-up or sensitive communications and also has the capability to be used in a portable fashion for large scale incidents in a command post situation. This was an extremely generous and much appreciated donation to this department.

Computers

Largely due to the efforts of Firefighters Robert Vanderhoof and William Klauer, our computer capabilities and information management system has improved dramatically. In addition, more of our personnel have received training on existing computer hardware. It is hoped to extend this computer usage to all stations and more of our personnel in the future. Towards this endeavor, we were fortunate to have received a corporate donation by the Nagog Development Corp. of several used terminals and a used printer, no longer needed by this local business. We certainly appreciate this generosity and support which will allow us to enhance our computer capabilities within a limited budget.

Education and Training

During the course of the year, many of our personnel continued to attend seminars and programs hosted by both the Massachusetts Firefighting Academy and the National Fire Academy. Lt. William Primiano and Lt. Carl Robinson attended and completed the second two-week portion of the First Line Supervisors Training Program at the Massachusetts Firefighting Academy. It was my privilege in May to attend the annual Executive Fire Officer Symposium at the National Fire Academy. In the area of Hazardous Materials Training, Firefighter Kevin Lyons continues to train one day a month as a member of the Regional Hazardous Material Team.

As a recent addition to our training, we are beginning to implement a national fire and emergency education training program which is televised over a satellite link and re-transmitted

by our cable television network to all stations. This program will hopefully enhance our capabilities greatly as we move towards the eventual certification of firefighters.

Emergency Medical Services

This particular aspect of our department continues to operate in exemplary fashion under the direction of E.M.S. Coordinator Kevin Lyons and Assistant E.M.S. Coordinator Robert Wetherbee. As noted, this department responded to approximately 900 medical assistance calls and accidents during the year. These responses involve not only E.M.S. personnel but also fire personnel as well, as an engine is dispatched to every medical call or motor vehicle accident.

Our personnel are also assisted on many occasions by the excellent paramedic service from Emerson Hospital as well as by Lifeflight or Medflight Emergency Medical Helicopter crews, which were used on several occasions during the year.

Several times during the year we have also utilized the excellent emergency medical mutual aid system in this area to provide additional or back-up ambulances. To facilitate this, our E.M.S. Coordinators continue to meet on a monthly basis with the area E.M.S. Coordinators and/or Fire Chiefs to uniformly administer and coordinate our E.M.S. services.

Fire Alarm

Our municipal Fire Alarm system continues to be well maintained by Lt. George Williams, our Fire Alarm Superintendent. Lt. Williams oversees our communications needs as well, and he has been assisting in the planning for such items as a Regional Dispatch Center and additional cabling within the town for municipal computer use as well as emergency communications.

Lt. Williams, assisted by Firefighters Wetherbee and Ricky Robinson, worked diligently in the wake of "Hurricane Bob" to repair many damaged fire alarm circuits. Also, all fire alarm boxes continue to be tested by on-duty personnel on a quarterly basis and repaired as necessary.

Fire Prevention

Efforts in this area continued to expand specifically relative to our Public Education programs. These programs were conducted by on-duty personnel primarily in the elementary schools or scout troops, etc. Along these lines, I would like to extend my thanks to Mrs. Pam Marck and the Acton-Boxborough Junior Women's Club who helped coordinate our school programs.

In addition, Firefighter Robert Vanderhoof assisted the Acton Police with the annual Babysitter's Course, and Firefighter William Klauer assisted with Scout Programs. Firefighters Vanderhoof, Ray and Peter Robinson were involved in various cable television public education programs during the

year. A large number of our personnel, volunteering their time, also produced another very successful Open House program in October. My thanks to all these personnel as we attempt to expand and enhance our public education efforts.

Also, our on-duty personnel continued to conduct some 400 smoke detector inspections, 62 final and/or rough inspections, and 34 underground tank inspections.

Although not specifically a departmental function, I would like to mention and compliment the Acton firefighters for their successful volunteer community outreach program at Christmas in collecting and distributing toys for children in the community.

Personnel

The only real change in personnel in 1991 occurred with the hiring of a new Fire Department secretary. Sandra Brinkley, a local resident, having an extensive background as a paralegal and legal secretary, was hired and has assumed expanded duties and responsibilities, which she handles in a very professional and efficient manner. She has been of terrific assistance to myself and the department during the past year.

It should be noted that during the month of December 1991, the Town has advertised to fill a vacant Firefighter/EMT position and also has advertised in order to fill the present vacant Fire Chief's position.

Summary

I have touched on many of the highlights and accomplishments of the past year and look forward to the upcoming year to continue to improve our capabilities and further achieve various goals and objectives.

I would like to once again thank the excellent personnel of this department, both career and call, for their assistance during the past year and look forward to continued support in the upcoming year. I would be remiss if I did not also thank all other Town departments, officials, and committees for their support and assistance. I would also like to especially thank the Civil Defense Auxiliary Fire Department for their continued support and assistance at major incidents and in their continued efforts towards Emergency Planning in the community.

Response Statistics

	1990	1991
Fire/Emergency Responses	1148	1346
Medical Responses*	928	888
Special Service Responses	941	1247
Total Responses	3017	3481

*Ambulance calls and vehicle accidents

Robert C. Craig
Acting Fire Chief

CIVIL DEFENSE AGENCY

The Civil Defense Agency is responsible for providing services in emergencies that tax the resources of the local Police, Fire, and Highway Departments. An example of this was the Hurricane Bob storm on August 19th which resulted in power outages of up to three days. Past years have seen major snow storms, water main breaks, hurricanes, and extensive power outages which required activation of shelters and a host of other emergency services such as emergency lighting, power generation, basement pumping, and operation of emergency life support systems. Department staffing currently includes four certified Emergency Medical Technicians (EMTs) and a certified Red Cross Instructor, all of whom donate their time and talents to the town. Most of the remaining staff of approximately fifty are trained to First Responder level including CPR. Volunteers are always welcome and are encouraged to contact the Agency by calling 264-9655 anytime.

With a new administration in the State House, a new State Director, A. David Rodham, has been appointed. As a former town administrator and state representative, Dave has brought a new enthusiasm to the agency and a commitment to work with and support the local agencies. The state has officially changed the name of the agency from Civil Defense to the Massachusetts Emergency Management Agency (MEMA). This is in line with the federal change several years ago from Civil Defense to the Federal Emergency Management Agency (FEMA).

Work continued on the Acton Comprehensive Emergency Management (CEM) Plan. This document, which contains over 600 pages of information, includes plans for Acton to deal with natural, man-made, and technological disasters. The plan addresses those emergency situations in which the actions of many different (local, state, and federal) agencies must be coordinated. This coordination effort differs from those emergencies handled on a daily basis by the local police, fire, and medical services personnel.

As part of the emergency planning effort, emergency management plans are being developed by the various facilities in town that have special needs during an emergency. These facilities include schools, day care facilities, and nursing homes. This program, in conjunction with the Health Department and Nursing Service, will provide direction to clients, employees, and emergency service workers during an emergency. Congratulations to the Acton Center Preschool in becoming the first facility with an approved emergency plan.

With the adaption of the new Acton Hazardous Materials By-law, we are reviewing the emergency response plans of the various facilities within Acton which store or use hazardous materials. After review and approval of the plans, they will become an integral part of the CEM Plan.

We would like to thank the various town agencies involved in the planning effort, especially the extra work done by the Health, Fire, Municipal Properties and Engineering Departments, as well as the Council on Aging and the Housing Authority.

The Agency continues to support a number of community activities including the 4th of July fireworks program, Patriot's Day, Memorial Day, Town Fair, High School Prom, Graduation, and Thanksgiving eve bonfire, as well as a variety of other locally sponsored walking and biking events.

I would like to thank each of the more than fifty sworn volunteers that make up the core of the Agency, as well as those who volunteer during emergencies, for their continued efforts on behalf of the Town. The Town provides the equipment, but it is the dedicated volunteers that provide the actual service.

We are grateful to the Fire and Highway Departments for their continuing support of the Agency.

Norman Lake
Director

Norman D. Lake - Director
John S. Hawkes - Deputy Director
Lawrence M. Hill - Deputy Director
Robert W. Ingram - Warning Officer
Charles J. Landry - Shelter Manager
Connie Sue Ingram - Assistant Shelter Manager
Richard E. Wright - Communications
Mark Hickox - Communications
Debbie Foley - Dispatcher
Anne Marie Desmarais - Medical Liaison/Haz/Mat
Kenneth Morehouse - Captain/EMT Auxiliary Fire -
CPR Instructor
Carole L. Landry - Secretary
Seth Campbell
Cynthia Coolidge
John C. Corrigan
Mark S. Flerra
Robert Foley
Christine Gray, EMT
Walter N. Hardy
Betty Hickox
Kendell Hicks
Marge Hicks
Ann Jones
William Jones
Cindi Posmoga
Jackie Pudsey
Anne Marie Reilly
Edward Reilly
Marc L. Smith

AUXILIARY FIRE DEPARTMENT

The Auxiliary Fire Department is organized as a branch of the Civil Defense. It is structured and trained to provide backup capabilities to the Fire Department and other town departments in emergency situations. All members of the department are volunteers, and they serve without any compensation.

This year we saw a change of command. Mark Flerra who has been with the department for 8 years and Captain for 5 years stepped down from the position but remains a member of the Civil Defense. His help will be greatly missed and we would like to wish him the best.

The Auxiliary provides a wide variety of services, some of which include: responding to box alarms and providing indirect support on a fire scene; lighting, power generation, pumping during flooding situations; responding to brush fires, and many other assorted work details including parades and races.

All of these services are accomplished with a lot of sweat and two main pieces of apparatus that are assigned to the Auxiliary. These are: Rescue 36, a 1980 light duty rescue. It carries on board a generator, portable lights and accessories, a portable pump, 2 submersible pumps, hoses, and a wide variety of tools used for salvage and overhaul work. The second piece is a 1967 Willys Jeep converted into a four wheel drive brush truck. The Auxiliary operates the only truck in Acton with its capabilities. The truck is equipped with a 300 gallon water tank, a pump with "pump and roll" capability, chain saw, an assortment of hose, and other associated tools. This vehicle has time after time proven its worth in fighting brush fires and other pumping operations.

During 1991 the Auxiliary responded to 111 calls, which include: 29 box alarms, 56 water problems, 4 mutual aid calls, 16 miscellaneous special service, 2 brush fires, 3 lighting/power, and 1 haz-mat call. This department has put in a total of 413 volunteer hours not including meetings and drills.

This year we were able to help different branches of the town even more. However, we could not have accomplished this without the new and repaired equipment. We are grateful for the continued cooperation of the Acton Fire Department. The Auxiliary is also grateful to the Highway Department and the garage mechanics for keeping our equipment in running condition.

Kenneth A. Morehouse
Captain

Norman D. Lake - Director
Kenneth A. Morehouse - Captain/EMT
Joel Newcomb - Lieutenant/EMT
Firefighters
Mark Flerra - Captain (resigned)
Norman Colleton
Robert Foley
Lynn Goulet
Catherine Gulbankian
Michael Hatch
Denise Hicks
Scott Masson
Jeremy Medicus
Rebecca Miller
Paul Morrison
Anne Marie Reilly
Edward Reilly
Brain Saltgaver
Douglas Wood

EXPLORER POST 7

Search and Rescue Unit

A division of the BSofA, the Acton Civil Defense, and sponsored by the Acton Lions Club.

January 1991 found post members doing training with the Aux. Fire, attending EOA meetings, and doing first aid for the Nashua Valley Metacomet District Cub Scout Polar Bear Derby at the Page School in Ayer, MA.

February brought the Nashua Valley BSA "Freezeout" in Shirley, Ma. at the YMCA Camp where we had very few first aid problems. February also brought Scout Sunday and memorial services for a former Scout Executive, Mr. George Traquair.

February and March brought continued training searches, rescues, Aux. Fire, CPR, first aid, and snow shoveling for our service project for our senior citizens. We also enjoyed a "fun-weekend" at Camp Split Rock in Ashburnham, Ma.

April brought our busy Isaac Davis Camporee. We provided first aid coverage and area security. It was a lot of work but it was enjoyed by all.

May began with the election of Post Officers and the Nashua Valley Metacomet District Spring Camporee in Berlin, Ma. We had a few first aid problems and great weather which made it a super time for all.

We were extremely busy with the humidity and heat during the Memorial Day parade with many first aid victims and two guest band members going to Emerson Hospital.

June brought excitement and training for the Explorer Muster but unfortunately was cancelled as well as was the

Nashua Valley Council Explorer "End of the Year Bash" in Jaffrey, N.H.

The Acton Town Fair in July kept us active with first aid, helping the Acton Lions, minding the gate, and helping the Aux. Fire with the fireworks and crowd control.

We had several "lost parents" who were all found by the end of each evening.

August brought our trip to Maine where we shared cooking duties, did some fishing, swimming, and sight seeing. Then "Hurricane Bob" warnings were issued and off we went back to Acton to help our Civil Defense.

Explorers and Boy Scouts went to the Town Barn to help with sandbags. Aux. Fire and Explorers were sent to aid with water problems and some went to the Conant School to aid in setting up an emergency shelter.

Stonemyede Farms called; they had thirty horses who needed water and with no electricity their pumps were not working. With flashlights and buckets in hand all horses were watered in about four hours. We were all tired and yet felt so good that we had helped.

September continued with training in all fields — search, rescue, Aux. Fire, first aid, and CPR.

We also did the Fall Camporee for the Nashua Valley Council, Metacomet District at Ashby in October. In addition, we

parked cars for the P.T.O.s at the Conant School Craft Fair.

November brought the Veteran's Day Flag Retirement Ceremony at Woodlawn Cemetery and helping the Acton Lions Club by parking cars at their Ski and Skate Sale at the Conant School.

December brought our annual participation in the Maynard Christmas Parade lining up the parade by divisions.

We enjoyed our annual (Handicapped) Children's Christmas Party at the Douglas School. Many thanks to the children and parents for coming. A special thanks to Charlie Landry and Charlie Patterson for their special music, to Fleepo the Clown, and to Santa.

Explorer Post 7 has begun its 18th year and continues to accept young adults from ages 14 to 21 years. We meet Wednesday evenings at 7:30 p.m. upstairs at the Civil Defense Building on School Street by the South Acton Railroad Bridge.

Hope to see you there.

Many thanks to all our Post members for all their help and support and to the Acton Lions Club, Mr. and Mrs. Norm Lake, Mr. and Mrs. Charles Landry, Mr. and Mrs. Dick Hickox, Mr. and Mrs. Ken Hicks, Mr. John Hawks, and Mr. and Mrs. Robert Ingram.

Special thanks to our advisors, Mr. Lake, Mrs. Landry, and Mrs. Ingram.



Signs have been erected at all of the conservation lands, similar to this one at the Great Hill Conservation area.

OFFICE OF THE TOWN CLERK

OFFICE OF THE TOWN CLERK

VITAL STATISTICS

BIRTHS RECORDED	199
DEATHS RECORDED	110
MARRIAGES RECORDED	124

DEATHS

Date	Name	Age			
Jan. 3	Breslau, Margaret H.	50	Apr. 14	Fletcher, Mary V.	85
Jan. 4	Malone, Loretta T.	73	Apr. 17	Jones, Pattie Estell	96
Jan. 8	Conant, Isobel Elsie	82	Apr. 17	Thornton, John Joseph	85
Jan. 9	Sawtell, Adelaide I.	86	Apr. 27	Moore Katherine	75
Jan. 13	Hodja, Husni	76	Apr. 30	Jones, Alma B.	78
Jan. 14	Palmaccio, Raymond J.	47	May 1	Knoebel, Nancy K.	61
Jan. 21	Mayo, Patricia Rose	49	May 5	DiCicco, Secondo G.	84
Jan. 23	Koford, Alice W.	91	May 6	Cochrane, Evelyn	59
Jan. 24	Campbell, Florence G.	78	May 9	Koskenhovi, Lyyli Sofia	94
Jan. 31	Sorli, Charles	89	May 15	Tee, Earl W.	95
Feb. 6	Schwartzman, Natalie	43	May 19	Cassidy, Brigitte Cherise	2
Feb. 14	Regnat, Auguste Jean Marcel	87	May 20	Capezzuto, Priscilla T.	67
Feb. 15	Lowden, Martha Irene	82	May 20	Norton, Mary Alice	86
Feb. 18	Buck, Mary Elizabeth	94	May 24	Hammann, Sara D.	63
Feb. 19	Bowen, Marguerite	98	May 30	Wetherbee, Hazel M.	65
Feb. 20	Chipman, Olive H.	78	June 1	Stickle, Veronica Agnes	75
Feb. 20	Murphy, Ruby Elizabeth	84	June 10	Munzing, William J.	71
Feb. 24	Murrow, Lilian Rogers	94	June 10	Murphy, M. Dorothea	85
Mar. 2	Valade, Eunice Carolyn	73	June 15	Garland, Mabel Doris	82
Mar. 3	Connolly, Mabel Frances	99	June 15	Tillman, Loretta J.	96
Mar. 3	Connolly, Sr. Richard F.	79	June 18	Taylor, Agnes	75
Mar. 6	Panaggio, Louis R.	73	June 20	Karkane, William A.	54
Mar. 7	Waterman, Leonard William	45	June 26	Rosenberry, Wilma S.	78
Mar. 9	Sneddon, Mary F.	79	June 27	Phelps, Steven Merrill	44
Mar. 11	Quilty, John Gillis	45	June 29	Parker, Louise Clara	92
Mar. 17	Tewksbury, Miriam L.	93	June 29	Roberts, Olive	85
Mar. 18	Palmer, Patrick	77	June 30	Abbott, Robert	60
Mar. 19	Davies, Carol A.	52	July 2	Goershel, Bernice A.	84
Mar. 25	Plank, Mary Adeline	84	July 13	Green, Deirdre Anne	29
Mar. 30	Higgins, Winifred	86	July 16	Silva, Walter J.	66
Mar. 30	Murphy, Carol L.	58	July 20	Walker, Carrie Eleanor	87
Apr. 6	Dietrich, Sandra A.	16	July 21	Jauss, George	91
Apr. 6	Sandholm, Tynne J.	92	July 22	Theller, Robert Bruce	57
Apr. 7	Dannenberg, Jr. Edwin Ferdinand	78	Aug. 3	Parker, Howard R.	88
Apr. 10	Lake, Kenneth Park	90	Aug. 4	Tolman, Lydia	97
Apr. 12	Nelson, Valerie	52	Aug. 7	Kruft, Edward Richards	51
			Aug. 7	Muehlke, John Gotthold Hildner	85
			Aug. 8	Mikkola, Anna Adele	78
			Aug. 12	Gudzinowicz, Amelia	99
			Aug. 13	Gabe, Jorgen Carl Toldberg	88
			Aug. 13	Young, Helga Valborg	91
			Aug. 18	Wood, Edith E.	82
			Aug. 22	Adams, Ralph M.	81
			Aug. 29	Clahane, George	84
			Sept. 16	Mack, Theodora Alice	86
			Sept. 17	Flannery, Frances Helen	86

Sept. 18	Duncan, Douglas J.	18	Nov. 10	Turpin, Richard Thomas	54
Sept. 22	Grange, Grace	90	Nov. 16	Carlson, Margaret L.	86
Sept. 26	Guarnieri, Violet	71	Nov. 17	Harkins, Edwin C.	80
Sept. 28	Burnell, Paul Austin	60	Nov. 25	Ames, Emilia B.	89
Sept. 30	Perkin, Mildred Ada	72	Nov. 25	Heard, Erma L.	84
Sept. 30	Rhodes, Angeline W.	72	Nov. 25	Perrine, Calvin H., Sr.	100
			Nov. 29	Savage, Mildred Emogene	99
Oct. 3	Schneider, Gunther	57			
Oct. 14	Weeks, Donald H.	39	Dec. 4	Tomyl, Michael	71
Oct. 16	McLaughlin, Peter Francis	62	Dec. 6	Wadler, Bella	79
Oct. 19	Green, Arthur Charles	59	Dec. 10	Quadri, Carolyn Helen	56
Oct. 19	Manning, Laura Edna	95	Dec. 11	Rabinowitz, Rosemary Ann	50
Oct. 20	Vega, Barbara Jeanne	32	Dec. 20	Weeks, Stanton Mayberry	80
Oct. 28	Portante, Genevieve	90	Dec. 21	Turner, Charles Vernon	80
Oct. 29	Johnson, Barbara A.	67	Dec. 27	Nilsson, Gerda Matilda	90
Oct. 30	Beaudoin, Alcide W.	63			

ANNUAL TOWN ELECTION HELD MARCH 26, 1991

	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	TOTALS
Whole Number of Ballots Cast	489	1059	1016	748	714	4026
MODERATOR						
Donald MacKenzie	373	866	793	577	556	3165
Blanks	116	193	223	171	158	861
SELECTMEN						
Anne B. Fanton	312	698	590	423	387	2410
John E. MacLeod	91	193	200	187	170	841
Samuel G. Sawyer, Jr.	29	63	71	41	48	252
Blanks	57	105	155	97	109	523
SCHOOL COMMITTEE						
Pamela Harting-Barrat	321	686	643	453	450	2553
Lees N. Stuntz	280	662	616	456	448	2462
Catherine O'Sullivan	0	0	1	0	1	
Blanks	377	770	773	586	530	3036
TRUSTEE OF THE MEMORIAL LIBRARY						
Frances Moretti	360	822	735	537	521	2975
Samantha Soule	0	0	1	0	0	1
Blanks	129	237	280	211	193	1050
ACTON HOUSING AUTHORITY						
Barbara S. Yates	355	819	728	540	509	2951
Blanks	134	240	288	208	205	1075

QUESTION NO. 1:

Shall the Town of Acton be allowed to assess an additional \$1,200,000 in real estate and personal property taxes for the purposes of meeting the educational expenses of the Acton Public Schools and the Acton-Boxborough Regional School system and for meeting the operating expenses of the Police Department, Fire Department, West Acton Citizens Library, Memorial Library, Highway Department, Finance Department, Municipal Properties Department, Conservation Department, Building Department, Health Department, Engineering Department, Cemetery Department and Planning Department of the Town for the fiscal year beginning July first, nineteen hundred and ninety one?

54
86
80
89
84
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99

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lanks

PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	TOTAL
312	674	658	448	451	2543
175	379	355	294	260	1463
2	6	3	6	3	20

71
99
6
0
0
0
0



The Great Hill Pond was constructed in 1986 by the town of Acton and a local contractor for recreational use, including ice skating (but not swimming).

**ABSTRACT OF THE ANNUAL TOWN MEETING
HELD APRIL 1, 1991
AND
ADJOURNED SESSIONS
HELD APRIL 2, JUNE 4, 1991**

Acton's Annual Town Meeting was convened by Town Moderator, Donald MacKenzie at 7:37 P.M. Mr. MacKenzie introduced Rev. Richard Black, pastor of St. Matthew's United Methodist Church who, representing Acton's religious community, gave the invocation.

The Moderator next introduced F. Dore Hunter, Chairman of the Board of Selectmen, who presented retiring Selectman Donald Gilberti with an Acton Town Clock as an expression of the appreciation of the townspeople and Board of Selectmen for his three (3) full terms of committed and outstanding service to the Town of Acton.

After a welcome to Troop 11 of the Acton Boy Scouts, introductions of the officials seated on the stage and a review of town meeting rules and regulations the moderator explained that at the 1991 annual town meeting the voters would be asked to adopt the unusual procedure of postponing some articles to be voted on at an adjourned session in June and that the first warrant article to be introduced would not be Article 1. Mr. MacKenzie proceeded with this special action.

MOTION: MR. HUNTER moves to take up Articles 8, 10, 11, 12, 13, 14, 15, 34, 37, and 38, in numerical order, at 7:30 P.M. on June 4, 1991 at the Acton-Boxborough Regional High School Auditorium, and that there will be a second call of the Consent Calendar on Articles 10, 11, 12, and 34, at the adjourned session.

Mr. Hunter spoke to his motion outlining in some detail the reasoning behind this action. He explained that since the School Committee had already scheduled a Special Town Meeting for June 4, 1991, it was the consensus of the Board of Selectmen, School Committee, Finance Committee and Coordinating Committee members that it would be more reasonable to defer consideration of all financial appropriation articles until this later meeting when the Commonwealth of Mass. might have released a more definite plan for distribution of local aid funds.

When brought to a vote the motion carried unanimously.

The Moderator proceeded to consideration of the Consent Calendar, a group of articles considered non-controversial by the Board of Selectmen and the Finance Committee and presented as a unit, without debate. Voters were instructed that any article may be held for debate in its normal chronological order if two voters called "hold".

MOTION: MR. HUNTER moves that the Town take up the 18 remaining articles as listed in the consent calendar on pages 11, 12 and 13 of the warrant, except that:

in Article 6

MS. TAVERNIER moves that the Town raise and appropriate the sum of \$885,000 for the purpose of solid waste disposal, and that the receipts from the fees generated by providing such services be set aside as a separate fund to meet this appropriation.

The consent calendar passed unanimously with the exception of Articles 7, 18 and 28.

ARTICLE NUMBER	ARTICLE TITLE	DATE
Article 1	Choose Town Officers (Motion carried unanimously)	4/1/91
Article 2	Hear and Accept Reports (Motion carried unanimously)	4/1/91

Article 3*	Council on Aging Van Enterprise Budget (Consent motion carried unanimously)	4/1/91
Article 4*	Nursing Enterprise Budget (Consent motion carried unanimously)	4/1/91
Article 5*	Septage Disposal Enterprise Budget (Consent motion carried unanimously)	4/1/91
Article 6*	NESWC Enterprise Budget (Consent motion carried unanimously)	4/1/91
Article 7*	Merriam School Enterprise Budget (Motion carries)	4/1/91
Article 8	Omnibus Budget (Motion Carries)	6/4/91
Article 9#	Change To Representative Form of Town Mtg. (Motion lost by voice vote)	4/1/91
Article 10*	Refurbish (3) 6-ton Dump Trucks (Consent motion carried)	6/4/91
Article 11*	Replace 1 Pick-up Truck (Consent motion carried)	6/4/91
Article 12*	Replace 1 Fire Dept. Sedan (Consent motion carried)	6/4/91
Article 13	Purchase Automated Vote Counting System (Motion carries)	6/4/91
Article 14#	Mental Health Services Appropriation (Motion carries unanimously)	6/4/91
Article 15#	West Acton Library Assoc. Appropriation (Motion carries unanimously)	6/4/91
Article 16	Rewrite Hazardous Material Control Bylaw (Motion passes as amended)	4/1/91
Article 17	Street Acceptance - Stoneymeade (Moved to take no action - Motion carries unanimously)	4/2/91
Article 18*	Require Consistency with Master Plan (Motion carries by standing vote) Yes - 100 No - 32	6/4/91
Article 19*	Access for Handicapped Persons (Consent motion carries unanimously)	4/1/91
Article 20*	Parking Lot Exemptions (Consent motion carries unanimously)	4/1/91
Article 21*	Eliminate Hammerhead Lot - Special Permit (Consent motion carries unanimously)	4/1/91
Article 22*	Nursing Homes (Consent motion carries unanimously)	4/1/91
Article 23	Rewrite Sign By-law (Motion carries by standing vote) Yes 79 No 17	4/2/91
Article 24*	Quarry Road Land Use Change (Consent motion carries unanimously)	4/1/91
Article 25*	Stoneymeade Land Gift (Consent motion carries unanimously)	4/1/91
Article 26*	Cunningham Land Gift (Consent motion carries unanimously)	4/1/91

Article 27*	Prescott Paint Land Gift (Consent motion carries unanimously)	4/1/91	11	"DEFERRED" Pick-Up Truck Replacement: Move that the Town raise and appropriate \$14,000 for the purchase of a pick-up truck; said sum to be expended by the Town Manager.
Article 28*	Enhanced 911 - Accept Chapter 291 (Motion carries)	4/2/91	12	"DEFERRED" Replace Fire Dept. Sedan: Move that the Town raise and appropriate \$15,000 for the purchase and equipping of one new command cruiser for the Fire Department; said sum to be expended by the Town Manager.
Article 29*	Regional Fire and EMS Dispatch (Consent motion carries unanimously)	4/1/91	18	"HELD" Require Consistency with Master Plan: Move that the Zoning Bylaw be amended as set forth in the article.
Article 30#	Direct Selectmen to Replace Ambulance (Motion lost by voice vote)	4/2/91	19	Access for Handicapped Persons: Move that the Zoning Bylaw be amended as set forth in the article.
Article 31#	Direct Selectmen to Discontinue Private Ambulance Consideration (Motion lost by voice vote)	4/2/91	20	Parking Lot Exemptions: Move that the Zoning Bylaw be amended as set forth in the Article.
Article 32#	Resolution to Support Bioremediation Test (Resolution carried unanimously as amended)	4/2/91	21	Hammerhead Lots: Move that the Zoning Bylaw be amended as set forth in the article.
Article 33	School Regionalization Study Committee (Motion as amended carried)	4/2/91	22	Nursing Homes: Move that the Zoning Bylaw be amended as set forth in the article.
Article 34*	Unpaid Bills	6/4/91	24	Quarry Road Land Use Change: Move in words of the article.
Article 35*	Continuation of Previous Appropriations (Consent motion carried unanimously)	4/1/91	25	Stoneymeade Land Gift: Move in words of the article.
Article 36*	Tax Anticipation Notes (Consent motion carried unanimously)	4/1/91	26	Cunningham Land Gift: Move in words of the article.
Article 37	Budget Transfer (Motion carries)	6/4/91	27	Prescott Paint Land Gift: Move in words of the article.
Article 38	Use of Funds to Reduce Tax Rate (Motion carries)	6/4/91	28	"HELD" Enhanced 911: Move that the Town accept Chapter 291 of the Acts of 1990.
*Consent	#Citizen Petition		29	Regional Fire & EMS Dispatch: Move in words of the article.
			34	"DEFERRED" - Unpaid Bills: Move that no action be taken.
			35	Unexpended Article Money: Move that the continuation of previous balance of the appropriation under the articles listed not lapse pursuant to Section G-5 of the Town Charter, but remain open until the appropriation is expended or the Town Meeting otherwise votes.
			36	Tax Anticipation Notes: Move in words of the article.

CONSENT CALENDAR

ARTICLE	MOTION
3	Council on Aging Van Enterprise Fund: Move that the Town raise and appropriate \$32,000 for the purpose of providing a van service, and that the receipts from the van service be set aside as a separate fund under M.G.L. Chapter 44, Section 53E to meet this appropriation.
4	Nursing Enterprise Fund: Move that the Town raise and appropriate \$262,300 for the purpose of providing public health nursing services, and that the receipts from the fees generated by providing such services be set aside as a separate fund under M.G.L. Chapter 44, Section 53E to meet this appropriation.
5	Septage Enterprise Fund: Move that the Town raise and appropriate \$250,000 for the purpose of septage disposal, and to raise such amount \$250,000 be transferred from the Septage Disposal Enterprise Fund.
6	NESWC Enterprise Fund: Move that the Town appropriate \$885,000 for the purpose of solid waste disposal and to raise such amount \$885,000 be transferred from the Solid Waste Disposal Fund.
7	"HELD" Merriam School Enterprise Budget: Move that the Town appropriate \$149,788 for the purpose of maintaining the Merriam School, and that the receipts from the rental of the Merriam School be set aside as a separate fund under M.G.L., Chapter 44, Section 53E to meet this appropriation.
10	"DEFERRED" Refurbish Three 6-Ton Dump Trucks: Move that the Town raise and appropriate \$30,000 for the refurbishment of three six-ton dump trucks; said sum to be expended by the Town Manager.

With the exception of Articles 7, 18, and 28 the Consent Calendar articles carried unanimously by voice vote.

* Indicates Consent Motion.

Indicates inserted by Citizen Petition

ARTICLE 1 CHOOSE TOWN OFFICERS (Majority Vote Required)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$20.00 per Town Meeting session
Board of Selectmen	Chairman \$750.00
	Clerk \$650.00
	Member \$650.00

or take any other action relative thereto.

MOTION: MR. HUNTER moves that the Town fix the compensation for elected officers as shown in the warrant.

Malcolm MacGregor nominates Edward Bennett as Trustee of the West Acton Fireman's Relief Fund, term to expire in 1994.

MOTION CARRIES UNANIMOUSLY.

Walter Sprague nominates Allen Nelson as Trustee of Acton's Fireman's Relief Fund, term to expire in 1994, and William Klauer as Trustee of Acton's Fireman's Relief Fund, term to expire in 1993.

MOTION CARRIES UNANIMOUSLY.

Frances Moretti nominates Mabel Grekula as Trustee of Charlotte Goodnow Fund, term to expire in 1991, and Shirley Towle as Trustee of the Charlotte Goodnow Fund, term to expire in 1993.

MOTION CARRIES UNANIMOUSLY.

Cornelia Huber nominates Edwin Miller as Trustee of the Elizabeth White Fund, term to expire in 1994.

MOTION CARRIES UNANIMOUSLY.

Frances Bissell nominates Virginia Hahn as Trustee of the Citizen's Library Association of West Acton, term to expire in 1994.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 2. HEAR AND ACCEPT REPORTS
(Majority Vote Required)

To see if the Town will accept reports, and to hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

MOTION: MR. GILBERTI moves that the Town accept the reports of the various Town officers and boards as set forth in the 1990 Town Report and that the Moderator call for any other reports.

There were no other reports.

MOTION CARRIES UNANIMOUSLY.

Following article 2, with the approval of the moderator, the following individuals presented abbreviated status reports on his/her budget:

Mike Rogers, Chairman, Finance Committee
Lees Stuntz, Chairman, Acton-Boxborough Regional School Committee
Pamela Harting-Barrat, Chairman, Acton Public Schools
F. Dore Hunter, Chairman, Board of Selectmen.

ARTICLE 3* COUNCIL ON AGING VAN ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, \$32,000, or appropriate a sum of money and set aside the estimated receipts from the van service to meet such appropriation, for the purpose of providing a van service, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town raise and appropriate \$32,000.00 for the purpose of providing a van service, and that the receipts from the van service be set aside as a separate fund under M.G.L. Chapter 44, Section 53E to meet this appropriation.

CONSENT MOTION PASSES UNANIMOUSLY.

ARTICLE 4* NURSING ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds \$262,300, or appropriate a sum of money and set aside the estimated receipts from nursing services to meet such appropriation, for the purpose of providing nursing services, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town raise and appropriate \$262,300.00 for the purpose of providing public health nursing services, and that the receipts from the fees generated by providing such services be set aside as a separate fund under M.G.L. Chapter 44, Section 53E to meet this appropriation.

CONSENT MOTION PASSES UNANIMOUSLY.

ARTICLE 5* SEPTAGE DISPOSAL ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will vote to raise and appropriate or appropriate from available funds, the sum of \$250,000, or any other sum, and set aside estimated receipts from Septage Disposal Fees to meet such appropriation, for the purpose of septage disposal, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town raise and appropriate \$250,000.00 for the purpose of septage disposal, and to raise such amount \$250,000.00 be transferred from the Septage Disposal Enterprise Fund.

CONSENT MOTION PASSES UNANIMOUSLY.

ARTICLE 6* NESWC ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$885,000, or any other sum, and set aside the estimated receipts from solid waste disposal fees to meet a portion of such appropriation, for the purpose of solid waste disposal; or take any other action relative thereto.

CONSENT MOTION: MS. TAVERNIER moves that the Town raise and appropriate the sum of \$885,000.00, for the purpose of solid waste disposal, and that the receipts from the fees generated by providing such services be set aside as a separate fund to meet this appropriation.

CONSENT MOTION PASSES UNANIMOUSLY.

THE FOLLOWING ARTICLE WAS "HELD" AND NOT PASSED AS PART OF THE CONSENT MOTIONS.

ARTICLE 7* MERRIAM SCHOOL ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$149,788, or any other sum, and set aside the estimated receipts from the Merriam School rentals to meet such appropriation, for the purpose of maintaining the Merriam School, or take any other action relative thereto.

MOTION: MS. STUNTZ moves that the Town appropriate \$149,788.00 for the purpose of maintaining the Merriam School, and that the receipts from the rental of the Merriam School be set aside as a separate fund under M.G.L., Chapter 44, Section 53E to meet this appropriation.

MOTION CARRIES.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991 ADJOURNED SESSION.

ARTICLE 8 OMNIBUS BUDGET
(Majority Vote Required)

To see if the Town will make appropriations for expenditures by departments, officers, boards, and committees of the Town for the ensuing fiscal year and determine whether the money shall be provided by the tax levy or by transfer from available funds, including any special funds, or by any combination of these methods; or take any other action relative thereto.

ACCOUNT NAME	FY 91 Approp.	FY 92 Coordinating Comm. Plan	FY 91-92 Plan % Change	FY 92 Request	FY 91-92 Request % Change
Education:					
Acton Public Schools	8,178,537	8,524,151	4.2	8,524,151	4.2
Acton Boxboro Regional School System	7,123,083	7,583,849	6.5	9,437,787	32.5
Minuteman Technical School System	560,995	589,000	5.0	782,949	39.6
Total Education	15,862,615	16,697,000	5.3	18,744,887	18.2
Community Services:					
Municipal Services	10,203,037	10,621,673	4.1	10,456,673	2.5
Total Appropriation	26,065,652	27,318,673	4.8	29,201,560	12.03

ARTICLE 9# CHANGE TO REPRESENTATIVE FORM OF TOWN MEETING
(Majority Vote Required)

To see if the Town will vote to instruct the Selectmen to petition the Legislature for an Act permitting the Town to adopt the Representative form of Town Meeting.

MOTION: MR. LA FRENIERE moves that the Town instruct the Board of Selectmen to petition the Legislature for an Act permitting the Town to adopt a Representative Form of Town Meeting, as set forth in Massachusetts General Laws, Chapter 43A.

MOTION LOST BY VOICE VOTE.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 10* REFURBISH THREE 6-TON DUMP TRUCKS
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$30,000, or any other sum, to be expended by the Town Manager for the refurbishment of three 6 ton dump trucks, or take any other action relative thereto.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 11* PICK-UP TRUCK REPLACEMENT
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$14,000, or any other sum, to be expended by the Town Manager for the purchase of a pick-up truck, or take any other action relative thereto.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 12* REPLACE FIRE DEPT. SEDAN
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$15,700, or any other sum, to be expended by the Town Manager for the purchase and equipping of one new command cruiser for the Fire Department, or take any other action relative thereto.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 13 PURCHASE AUTOMATED VOTE COUNTING SYSTEM
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$40,000, or any other sum, to be expended by the Town Manager for the purchase of an automated vote counting system, or take any other action relative thereto.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 14# MENTAL HEALTH SERVICES APPROPRIATION
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to be expended by the Town Manager for Mental Health Services to be provided for in need residents as well as average residents, or to take any other action relative thereof.

THE FOLLOWING ARTICLE WAS DEFERRED UNTIL JUNE 4, 1991
ADJOURNED SESSION.

ARTICLE 15# WEST ACTON LIBRARY ASSOCIATION APPROPRIATION
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$18,908, or any other sum, for salaries and operating expenses for the maintenance and staffing of the West Acton Citizens Library Association, or take any other action relative thereto.

ARTICLE 16 HAZARDOUS WASTE MATERIAL CONTROL BYLAW
(Majority Vote Required)

To see if the Town will vote to amend Chapter 1 of the Town Bylaws (Hazardous Materials Control Bylaw, adopted at the 1985 Annual Town Meeting), by deleting it in its entirety and substituting therefor the bylaw as set forth below:

HAZARDOUS MATERIALS CONTROL BYLAW

SECTION I — AUTHORITY, PURPOSE AND DEFINITIONS

II.1 Authority

This bylaw is adopted by the Town of Acton under its Home Rule Authority, its Police Powers to protect the public health, safety and welfare and its authorization under Massachusetts General Laws (MGL), Chapter (c) 40, section 21, MGL Chapter 111, section 31, and MGL Chapter 148, sections 9 and 13.

II.2 Purpose

The purpose of this bylaw is to protect, preserve, and maintain the Town's existing and potential groundwater supply, groundwater recharge areas, surface waters, air quality and natural environment and to assure public health and safety through the proper management of hazardous materials and waste.

II.3 Definitions

- 1.3.1 "Abnormal Loss of Material or Waste" means a loss of greater than .05% of the material stored over a period of one calendar month, unless such limit is undetectable in which case the Board of Health shall set the limit.
- 11.3.2 "Biodegradable" means a product or material which decomposes at a significant rate into nontoxic materials by natural biological processes.
- 11.3.3 "CMR" means the Code of Massachusetts Regulations.
- 11.3.4 "Container" means any portable device in which hazardous materials or wastes are stored, transported, treated, disposed of or otherwise handled.

- 11.3.5 "DEP" means the Department of Environmental Protection and/or its successors.
- 11.3.6 "Discharge" means the disposal, deposit, injection, dumping, spilling, leaking, escape, incineration or placing of any hazardous material or waste, into or on the land, water or air. Discharge includes, without limitation, leakage of such hazardous materials or wastes from containers, tanks or storage systems, or disposal of such materials or wastes into any sewage disposal system, dry well, catch basin or landfill.
- 11.3.7 "Fire Chief" means the Fire Chief of the Town of Acton and shall include any designee of the Fire Chief.
- 11.3.8 "Hazardous Material or Waste" means any substance, including petroleum or derivatives thereof, or combination of substances which because of their quantity, concentration, physical, chemical, infectious, flammable, combustible, radioactive, genetic or toxic characteristics, may cause or significantly contribute to a present or potential risk to human health, safety or welfare, to the groundwater resources, or to the natural environment. Any substance regulated under applicable Acton Board of Health regulations and under any State or Federal laws and regulations regulating hazardous, chemical, biological or waste materials, or any amendments thereof, shall be considered hazardous material or waste.
- 11.3.9 "Owners or Operators" means each and every person who alone or severally with others has legal title to any property on which is located any hazardous material or waste subject to this bylaw; or a tenant, licensee or person in possession, who has care, charge or control of any such property, in any capacity including without limitation agent, executor, administrator, trustee or guardian of the estate of the holder of legal title; or agent, trustee or a person appointed by a court of competent jurisdiction; or a mortgagee in possession of such property. Each and every such person is bound to comply with the provisions of this bylaw as if he were an owner.
- 11.3.10 A "Hazardous Material Generator" means any commercial enterprise, government agency, owner or operator who produces, prepares, imports or compounds hazardous material or waste by combining previously non-hazardous materials to create hazardous materials.
- 11.3.11 A "Hazardous Material User" means any commercial enterprise, government agency, owner or operator who utilizes hazardous materials or waste, for any purposes other than those specifically exempt from the requirements of this bylaw under section 2.2.
- 11.3.12 "Storage" means the holding of any hazardous materials or wastes for more than 24 hours.
- 11.3.13 "Storage System" means one or more tank(s), and all connecting pipes, valves or other devices appurtenant thereto.
- 11.3.14 "Tanks" means any stationary device used to store or to contain an accumulation of hazardous materials or wastes.
- 11.3.15 "Underground Storage System" means a system in which any or part of any of the tanks, connecting pipes, valves or other devices are buried below the surface of the ground unless otherwise specified by the Board of Health.

SECTION 2 — PROHIBITIONS, DISCHARGE REPORTING AND REMEDIAL ACTIONS

12.1. Prohibitions

- 12.1.1 There shall be no discharge of hazardous materials or wastes within the Town of Acton through land, water, or air transmission without a permit for such action by an authorized agent of a federal or state agency or without a hearing from the Board of Health unless otherwise excepted or exempted under this bylaw.
- 12.1.2 There shall be no discharge of hazardous materials or wastes within the aquifer protection Zones 1,2,3, as delineated in the Section 4.3 of the Acton Zoning Bylaw, as printed on May 1, 1990 and subsequent amendments thereof, either through land, water or air transmission unless otherwise excepted or exempted under this bylaw.
- 12.1.3 There shall be no new installations of underground storage tanks for hazardous materials or waste within the aquifer protection Zones 1 & 2 as delineated in the Section 4.3 of the Acton Zoning Bylaw, as printed on May 1, 1990 and subsequent amendments thereof; or within the flood plain, defined by the Federal Emergency Management Agency "Flood Insurance Study, Town of Acton" January 6, 1988, as amended; or within 500 feet of a surface water body, wetland or private well. Replacement of underground storage tanks for flammable materials that pre-exist this bylaw shall be allowed only after the Fire Chief or his designee determines that above ground storage of the flammable and/or combustible material would not create a fire and/or explosion hazard.
- 12.1.4 No area within which hazardous materials or waste are used, stored or generated may contain a floor drain that leads to a storm drain or a septic system. Floor drains in such areas shall drain into containment vessels for removal by a DEP approved hazardous waste carrier. All other drains shall be permanently sealed off.
- 12.1.5 No residues or waste waters resulting from hazardous material or waste spill clean up procedures shall be disposed of into drains or other facilities leading to storm drains or septic systems or into the Acton Transfer Station. All such residues and waste waters shall be contained for removal by a DEP approved hauler.

12.2 Exceptions

Applications of fertilizers, herbicides and pesticides used in accordance with applicable local, state and federal regulations shall be exempt from Section 2 of this bylaw, applications of deicing chemicals in conformance with the Massachusetts Snow and Ice Control Program, applications of swimming pool chemicals, and applications of water treatment chemicals by the Acton Water District. Storage of such chemicals, however, shall not be exempt from the appropriate storage requirements of Section 3 of this bylaw. This bylaw shall not apply to discharge of ordinary sanitary wastewater into a septic system installed in accordance with applicable State and local regulations or to ordinary uses of household or garden products used in accordance with applicable labeling instructions from state and federal law. Nothing in this bylaw prohibits the Board of Health from limiting or prohibiting the use of any such product by appropriate regulations.

I 2.3 Reporting of Discharges

Owners or operators shall immediately report any discharge or abnormal loss of hazardous materials or waste and shall provide a reasonable estimate of the nature and quantity of the discharged hazardous materials or wastes and supply pertinent Material Safety Data Sheet's to the Fire Chief, the Health Director, Civil Defense and Local Emergency Planning Committee and the appropriate office in the D.E.P.. These reporting requirements are in addition to all State and Federal reporting requirements.

I 2.4 Remedial Actions Following Discharges

- 12.4.1 Any discharge of hazardous material or waste shall be immediately contained and reported. Clean up activities of significant discharges shall be taken under the direction of the Fire Chief, Health Director and/or other applicable agency. Clean-up and proper disposal of any discharged or abnormally lost hazardous material or waste shall be the responsibility of the owner or operator, hazardous material generator, or user including cost of the cleanup and disposal.
- 12.4.2 Following the immediate assessment according to section 2.3 and containment of any hazardous material or waste discharge a detailed report on the spill, remedial procedure plan and a schedule for all ongoing clean up actions to be undertaken shall promptly be submitted to the Fire Chief and the Board of Health. Action shall not be taken unless the Fire Chief and Board of Health deem that the remedial procedure will not contribute to a fire, explosion and/or environmental hazard. A detailed report on the spill and a remedial plan shall be submitted to the Fire Chief.
- 12.4.3 Collection and disposal of contaminated material shall be conducted by a handler that is licensed by the DEP.

SECTION 3 — PERMITS AND ACCOUNTING FOR HAZARDOUS MATERIALS AND WASTE

I 3.1 Permit for Hazardous Materials and Waste

Any hazardous material or waste generator or user of hazardous materials or waste which exceeds the thresholds in s. 3.1.1., including residential tanks as specified in s. 5.3.4, must obtain a permit from the Board of Health to store, use or generate hazardous materials or wastes. The permit shall be granted for one year, and may be renewed by the Health Director, unless there has been a substantial change in the quantity, type or method of storage, generation or use, or the Health Director concludes for any reason that reissuance of the permit should be reviewed by the Board. This permit shall be in addition to any license required in accordance with M.G.L. Ch 148 S 13 and/or any permit required in accordance with 527 CMR 14.00 or any other Fire Prevention Regulation.

- 13.1.1 A permit must be obtained for hazardous materials and wastes when use, generation or storage are above the following thresholds:
 - 1) Small scale or large scale generator as defined in the Massachusetts Hazardous Waste Management Act, MGL Ch 21C, and the Federal Resource Conservation and Recovery Act 42 U.S.C., Section 6901 et seq or as defined in any subsequent amendments or new regulations; or generation in excess of 100 kg/mo of hazardous waste or materials, whichever is the smallest quantity.
 - 2) Any storage or use within a twenty-four hour period exceeding 25 gallons liquid volume or 25 pounds dry weight of any hazardous material or waste except for retail sale.

- 3) Storage, use or generation of any quantity of any chemical on The List of Extremely Hazardous Materials, as published in the Federal Register Volume 52, Number 77, April 22, 1987, and any additional chemicals added subsequently.
- 4) Storage of any hazardous materials or waste overnight in delivery trucks or tank trailers.
- 5) Storage of more than 50 gallons or 50 pounds dry weight of any prepackaged hazardous materials for retail sale.

I 3.2 Information Required For A Hazardous Materials and Waste Permit Application

- The following information shall be supplied with the application for a permit:

- 13.2.1 A list of the size, type, age and location of each container or tank. Evidence of the date of purchase and installation shall be included for existing storage systems, along with a plot plan showing the location of all containers, tanks, drains and piping on the property. In complex applications the Health Department and/or the Board of Health, may require a plot plan certified by a Professional Land Surveyor. Any changes in the information contained in the initial application, including any change in the use of the storage system, shall be reported immediately.
- 13.2.2 A list of daily amounts stored, used or generated and estimate of yearly throughput of all hazardous materials and waste to be used, stored, or generated on the site, and copies of pertinent Material Safety Data Sheets.
- 13.2.3 Documentation stating that all information previously filed with the Board of Health is correct, or indicating a change in the status of the existing permit shall be submitted annually. A new permit shall be obtained within thirty days from the Board of Health whenever:
 - a. there is any change in the type or method of generation, use or storage, or significant change in the quantity or composition of hazardous materials or wastes previously permitted.
 - b. The method of storage, generation or use fails to comply with information previously submitted to the Board of Health.
- 13.2.4 The Board of Health may require additional information if it is necessary to adequately evaluate the application.

I 3.3 Exceptions to Permit Requirement.

Permits shall not be required under this bylaw for the following:

- a) Septic Systems
- b) Gasoline and diesel fuel stored in tanks mounted on a vehicle and used solely to fuel the same vehicle.
- c) Hydraulic oil reservoir tanks on heavy vehicular equipment.
- d) Use of domestic biodegradable cleaners for residential and business maintenance.

- e) Residential oil tanks in place and in use prior to passage of this bylaw. New residential oil tanks require permits as noted in section 5.3.4 of this bylaw, provided that a permit has also been obtained from the Fire Chief.

1 3.4 Hazardous Materials and Waste Permit Conditions

The Board of Health may impose conditions on any storage permit as necessary to serve the purposes of this by law or to protect the public health and environment.

1 3.5 Requirements for Approval of Hazardous Material and Waste Permits

13.5.1 Hazardous materials and waste permits with the exception of residential home heating oil tanks, shall be granted by the Board of Health only if the following criteria are fulfilled:

- a. The proposed storage, use or generation system shall provide adequate discharge prevention safeguards which are appropriate to the materials and wastes to be stored, used or generated and to the location of the storage, use or generation.
- b. The proposed storage, use or generation system shall comply with all local, state and federal regulations.
- c. The proposed storage, use or generation system shall not cause a threat to the public health and safety or to the environment.
- d. The applicant has established a satisfactory hazardous materials and waste discharge contingency plan.
- e. All hazardous materials or wastes to be stored above ground shall be stored in product tight containers on an impervious, chemical resistant surface, under cover and sheltered from the weather unless otherwise specified by the Board. The storage area shall be enclosed with a permanent dike of impervious construction providing a volume of at least 100% of the maximum volume of the largest single container or tank plus 10% of the total storage capacity. All outdoor storage areas shall be surrounded by a 5 foot fence, at a minimum, and shall be kept locked at all times when unattended.
- f. Hazardous Waste shall be held on the premises for removal by a licensed carrier in accordance with the Massachusetts Hazardous Waste Management Act, MGL Chapter 21C.
- g. Owners or Operators shall park delivery trucks or tank trailers only in designated overnight parking areas approved by the Board of Health and Fire Department. These parking areas must allow for detection and containment of discharge from the parked vehicles that are acceptable to the Board of Health and Fire Department.

1 3.6 Inventory and Monitoring of Above Ground Storage Systems

All hazardous materials stored above ground, with the exception of residential home heating oil tanks, shall be monitored weekly unless more frequent monitoring is specified in the permit. Monitoring shall consist of a thorough visual inspection of the container(s) and tank(s) and stock(s) of materials as well as the dike area for deterioration, leakage or unaccounted for loss of materials.

1 3.7 Record Retention

Throughout the permit period, owners, users, generators, or operators shall keep copies of all Hazardous Waste Transport Manifests on-site, as required under the Resource Conservation and Recovery Act 42 U.S.C., Section 6901 et seq. and the Massachusetts Hazardous Waste Management Act MGL Chapter 21C, 315 CMR, Section 2.04. If a hazardous waste generator is exempt from the manifest requirements sufficient proof of a proper disposal method shall be maintained.

SECTION 4 — UNDERGROUND STORAGE OF FLAMMABLE OR COMBUSTIBLE PRODUCTS AND HAZARDOUS MATERIALS OR WASTES

1 4.1 Underground Storage Requirements

- 14.1.1 Owners or operators storing flammable or combustible materials in underground storage systems shall obtain a permit from the Fire Chief in addition to the Hazardous Material Permit from the Board of Health required under section 3. Owners and operators storing hazardous materials or wastes underground which are not flammable or combustible need only obtain a permit from the Board of Health under section 3.
- 14.1.2 Any discharge or abnormal loss of material from underground storage systems shall be reported to the Fire Chief, the Health Director and the appropriate office in the D.E.P. immediately upon detection.
- 14.1.3 Response procedures to any discharge or abnormal loss of material from underground storage system shall follow the requirements of 527 CMR Section 9.20 or 310 CMR s. 30.697, whichever is applicable. In the case of any hazardous material for which response procedures are not specified under state law, response procedures shall be those required for hazardous wastes under 310 CMR s. 30.697, unless otherwise specified by the Board of Health.
- 14.1.4 Prior to any change in the material stored in an underground tank, such change of material shall be approved by the Health Department and (in the case of flammable or combustible materials) by the Fire Chief. Confirmation by the tank manufacturer that such a change in material would be compatible with the tank type shall also be submitted, in writing, to the Board/Fire Chief.

1 4.2 Underground Tank Construction

- 14.2.1 All underground storage tanks shall be designed to minimize the risk of corrosion and leakage, and shall conform to all construction and installation requirements under applicable state and federal law. All new underground storage systems for hazardous materials or waste shall meet the standards for new underground hazardous waste tanks set forth in 310 CMR s. 30.693 and 30.694, unless otherwise specified by the Board of Health. Hazardous wastes or waste products that are flammable or combustible shall meet 527 CMR 9.
- 14.2.2 All nonconforming tanks (except as provided in 5.3.3) shall be brought into conformance by January 1, 1999, or a tank age of 20 years, whichever comes first.
- 14.2.3 Installation procedures for all underground storage tanks shall conform to all requirements under applicable state law. Installation procedures for any underground tanks for any hazardous materials not covered by state regulations shall comply with the requirements in 310 CMR s. 30.693 for installation of tanks for underground storage of hazardous wastes, unless otherwise specified by the Board of Health.

- 14.2.4 The Board of Health may require the placement of monitoring wells around any underground storage tank located within any aquifer zone as delineated in Section 4.3.2 of the Groundwater Protection District section of the Acton Zoning Bylaw as printed on May 1, 1990.

SECTION 5 — TESTING, MONITORING, AND REMOVAL REQUIREMENTS FOR ALL UNDERGROUND STORAGE TANKS

1 5.1 Underground Tank Testing

- 15.1.1 All underground tanks which do not conform to the requirements for new tank installations in section 4.2.1 shall be tested for tightness at the expense of the owner. Testing schedules, except as provided in 5.3.3., shall follow the requirements of 527 CMR Section 9.13 in the case of flammable or combustible materials. Tanks for other hazardous materials or waste shall be tested annually or more frequently if required by the Board of Health.
- 15.1.2 Test results for tanks storing flammable or combustible materials shall be submitted to the Fire Chief and the Health Department. Test results for tanks storing hazardous materials or wastes which are not flammable or combustible shall be submitted to the Health Department.
- 15.1.3 Prior to its transfer all underground storage tanks located on a property shall be tested for tightness at the expense of the owner. The results of such testing shall be submitted to the Fire Chief and to the Board of Health, and kept on file.
- 15.1.4 The Fire Chief or the Health Director may request to be present for any tank testing procedures.

1 5.2 Inventory and Monitoring of Underground Storage Tanks

- 15.2.1 Inventory and monitoring of underground tanks for storage of flammable and combustible materials shall conform to the requirements of 527 CMR s. 9.11 and 9.12. Inventory and monitoring of underground tanks for storage of other hazardous materials not covered by 527 CMR s. 9.11 and 9.12 shall conform to the requirements in 310 CMR s. 30.692, unless otherwise specified by the Board of Health.

1 5.3 Underground Tank Removal

- 15.3.1 Removal procedures for tanks for storage of flammable or combustible materials shall follow the requirements of 527 CMR 9.22 and 9.23 as well as 502 CMR 3.00.
- 15.3.2 Removal procedures for tanks for the storage of hazardous materials or waste which are not flammable or combustible shall conform to the procedure in 310 CMR s. 30.699 for removal of hazardous waste tanks unless otherwise specified by the Board of Health.
- 15.3.3 All residential underground storage tanks shall be removed at a tank age of 20 years, unless the structure of the tank is sound. Proof of soundness must consist of results of a tightness test which follows the requirements of 527 CMR Section 9.13 and must be provided annually to the Board and the Fire Chief beginning the twentieth (20th) year of the tank's life.

- 15.3.4 No underground residential home heating oil tank shall be repaired and placed back in service. Any such tank which is in need of repair shall be removed and replaced by an above ground storage system. All replacements of residential home heating oil tanks shall require a permit under Section 3 of this bylaw, and are not excepted by paragraph 3.3 (c).

- 15.3.5 No underground storage system which has leaked shall be relined, repaired or continued in use. Tanks which have leaked or need repair shall be removed.

1 5.4 Information Required with Application for Underground Storage Permit

Applications for permits from either the Board of Health or the Fire Chief must include appropriate drawings showing the location of all tanks in relation to the aquifer protection zones delineated in Section 4.3.2 of the Groundwater Protection District section of the Acton Zoning Bylaw as printed on May 1, 1990. The location of all tanks shall conform to all applicable legal requirements, including but not limited to the Groundwater Protection Bylaw and the aquifer protection regulations and other regulations of the Board of Health.

SECTION 6 - ADMINISTRATION AND ENFORCEMENT

1 6.1 Compliance with Hazardous Materials Permit Requirements

- 16.1.1 Owners or occupants of new premises shall obtain a hazardous materials permit from the Board of Health, licenses from the local licensing authority and permits from the Fire Chief prior to occupying the premises.
- 16.1.2 Existing Premises - Owners or occupants of existing premises shall obtain a hazardous materials permit by January 1, 1992, or upon any change in use or occupancy of the site, whichever comes first.

1 6.2 Cessation of A Permit

- 16.2.1 The holder of a hazardous materials and waste permit shall notify the Board of Health immediately, in writing, whenever the activities authorized under the permit cease on a permanent basis.
- 16.2.2 When an underground storage tank for the storage of flammable or combustible materials is taken out of service for more than six months, the fire chief shall require that the tank be removed in accordance with 527 CMR, Section 9.22 and 9.23. Any underground storage tank for the storage of other hazardous materials or wastes shall be removed in accordance with the procedures in 527 CMR s. 9.22 and 9.23 unless otherwise ordered by the Board of Health.

1 6.3 Promulgation of Rules and Regulations

The Board of Health may from time to time pass regulations specifying categories of materials which are hazardous materials or wastes under the definition in s. 1.3.8 of this bylaw. The Board may adopt or amend rules and regulations consistent with the provisions of this bylaw. A copy of such rules shall be filed with the Town Clerk.

1 6.4 FEES

Necessary for the issuance and renewal of permits or licenses under this bylaw shall be set by the Board of Selectmen. Fees shall be due on the date of annual registration and collected by the permit or license granting authority. Failure to pay shall constitute a violation and shall subject the violator to the penalties of Section 6.7 of this bylaw.

1 6.5 Variance

A variance from the terms of this bylaw may be granted by the permit granting authority after notice to abutters and a public hearing, if it is found that a variance would satisfy each of the following conditions:

- 1) consistency with the public health and environmental protection objectives of the Massachusetts General Laws and applicable federal, state and local regulations,
- 2) consistency with the purpose and intent of this bylaw
- 3) prevention of an undue burden on the permit applicant, and
- 4) equivalent protection as envisioned in section 1.2.

1 6.6 Enforcement Access

The authority granting the permit or its designee may, upon reasonable notice to the occupant of the premises enter any premises for the purpose of investigating, sampling, or inspecting any record, condition, equipment, practice, or property relating to activities subject to this bylaw. The permit granting authority may enter any premises for the purpose of enforcing this bylaw.

1 6.7 Penalty

Any person who violates any provision of this bylaw shall be punishable by a fine of not more than \$300.00, as allowed under MGL Chapter 40, Section 21. Each day during which a violation continues shall constitute a separate offense, and each condition of this bylaw violated shall constitute a separate offense. This penalty may be imposed by the Town of Acton Board of Selectmen, or a designated officer having police powers pursuant to MGL Chapter 40, Section 21D.

SECTION 7 - SEVERABILITY

17.1 Each provision of this bylaw shall be construed as separate, to the end that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

or take any other action relative thereto.

MOTION: MR. EMMONS moves to amend Article 16, section 2.1.3 by removing "not" from the last sentence.

2.1.3. now reads as follows:

2.1.3 There shall be no new installations of underground storage tanks for hazardous materials or waste within the aquifer protection Zones 1 & 2 as delineated in the Section 4.3 of the Acton Zoning Bylaw, as printed on May 1, 1990 and subsequent amendments thereof; or within the flood plain, defined by the Federal Emergency Management Agency "Flood Insurance Study, Town of Acton" January 6, 1988, as amended; or within 500 feet of a surface water body, wetland or private well. Replacement of underground storage tanks for flammable materials that pre-exist this bylaw shall be allowed only after the Fire Chief or his designee determines that above ground storage of the flammable and/or combustible material would create a fire and/or explosion hazard.

AMENDMENT PASSES.

MOTION PASSES AS AMENDED.

10:47 P.M.

TOTAL NUMBER OF PEOPLE ATTENDING TONIGHT'S TOWN MEETING - 289

MOTION: MR. HUNTER MOVES TO ADJOURN THIS MEETING UNTIL 7:30 P.M. ON TUESDAY, APRIL 2, 1991 AT THE ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM.

MOTION PASSES.

TUESDAY, APRIL 2, 1991 Acton's Annual Town Meeting reconvened by Mr. MacKenzie at 7:30 p.m.

ARTICLE 17 STREET ACCEPTANCE — STONEYMEADE ROAD

(Majority Vote Required)

To see if the Town will accept as a public way the following street or portions thereof, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in said street by eminent domain or otherwise, including easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout:

In the STONEYMEADE SUBDIVISION

Stoneymeade Way — from the easterly sideline of Pope Road a distance of 355 feet, more or less, in an easterly direction, and 3,368 feet, more or less, in a loop road, this being the entire road;

or take any other action relative thereto.

MOTION: MR. WEEKS moves that no action be taken on this article.

MOTION CARRIES UNANIMOUSLY.

THE FOLLOWING ARTICLE WAS "HELD" AND NOT PASSED AS PART OF THE CONSENT MOTIONS.

ARTICLE 18* CONSISTENCY OF SPECIAL PERMITS AND VARIANCES WITH MASTER PLAN (2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

a) Insert new Section 10.3.5.1 as follows:

10.3.5.1 Is consistent with, or does not interfere with, or furthers the purpose and intent of the Master Plan. The Special Permit Granting Authority in its decision to grant a special permit shall make written findings describing how such special permit is consistent with the Master Plan, or how such special permit does not in any way interfere with the Master Plan, or how such special permit actually furthers the Master Plan.

and

renumber existing Sections 10.3.5.1 through 10.3.5.4 to become Sections 10.3.5.2 through 10.3.5.5 respectively.

b) Insert new Section 10.4.5.1 as follows:

10.4.5.1 Is consistent with, or does not interfere with, or furthers the purpose and intent of the Master Plan. The Board of Selectmen in its decision to grant a site plan special permit shall make written findings describing how such special permit is consistent with the Master Plan, or how such special permit does not in any way interfere with the Master Plan, or how such special permit actually furthers the Master Plan.

and

renumber existing Sections 10.4.5.1 through 10.4.5.6 to become Sections 10.4.5.2 through 10.4.5.7 respectively.

c) Delete Section 10.5.5 and replace with the following:

10.5.5 Mandatory Findings — Before granting any variance from the requirements of this Bylaw, the Board of Appeals must specifically find all of the following:

10.5.5.1 That owing to circumstances relating to the soil conditions, shape, or topography of the LOT or STRUCTURE in question and especially affecting such LOT or STRUCTURE but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of this Bylaw would involve substantial hardship, financial or otherwise, to the applicant; and

10.5.5.2 That desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this Bylaw. In deciding whether the requested variance nullifies or substantially derogates from the intent or purpose of this Bylaw, the Board of Appeals shall consider whether the granting of such variance is consistent with, or does not interfere with, or furthers the purpose and intent of the Master Plan. In its decision to grant a variance, the Board of Appeals shall make written findings describing how such variance is consistent with the Master Plan, or how such variance does not in any way interfere with the Master Plan, or how such variance does enhance the Master Plan.

or take any other action relative thereto.

MOTION: MR. DUFRESNE moves that this article 18 be taken up in its numerical order, at the adjourned session of the Annual Town Meeting.

MOTION CARRIES BY VOICE VOTE.

ARTICLE 19* ACCESS FOR HANDICAPPED PERSONS
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

Insert a new section 8.6 as follows:

8.6 Special Provisions to Enhance Access for Handicapped Persons

The minimum number of required parking spaces, the minimum required OPEN SPACE, and the minimum front, side and rear yard requirements of this bylaw may be reduced, but only to the extent necessary to install handicapped access parking spaces, ramps or other facilities designed in accordance with the requirements of the Massachusetts Architectural Access Board and intended to provide handicapped access to any existing STRUCTURE or USE on any LOT. No site plan special permit or other special permit shall be required for such facilities, but they shall be approved by the Building Commissioner prior to installation.

or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the zoning bylaws be amended as set forth in the warrant.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 20* EXEMPTION FROM PARKING LOT DESIGN REQUIREMENTS
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

Delete the first paragraph of Section 6.8 and replace with the following new paragraph:

Any parking lot except parking lots serving a single or two FAMILY residential USE or a religious USE, and parking lots for up to 15 parking spaces serving a conservation USE shall be designed in compliance with the following standards.

or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Zoning Bylaw be amended as set forth in the article.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 21* HAMMERHEAD LOTS

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

Delete Section 5.3.4 in its entirety and replace with a new Section 5.3.4 as follows:

5.3.4 Hammerhead LOTS — In the Residential Districts Hammerhead LOTS may be created subject to the following requirements:

- 5.3.4.1 The minimum FRONTAGE and LOT width shall be 50 feet; and
- 5.3.4.2 The minimum LOT area shall be 80,000 square feet in the R-2 District, 120,000 square feet in the R-4 District, and 200,000 square feet in the R-8/4, R-8, R-10/8 and R-10 Districts; and
- 5.3.4.3 The LOT shall contain a DWELLING location square with a minimum side of 150 feet in the R-2 District, 175 feet in the R-4 District, and 200 feet in the R-8/4, R-8, R-10/8 and R-10 Districts. The DWELLING shall be located within the DWELLING location square; and
- 5.3.4.4 No DWELLING shall be located within 50 feet of any LOT line; and
- 5.3.4.5 No more than two Hammerhead LOTS shall have contiguous FRONTAGE; and
- 5.3.4.6 A plan showing a Hammerhead LOT submitted to the Planning Board for endorsement under M.G.L. Ch. 41 S. 81P or 81U shall clearly identify the LOT as a Hammerhead LOT and bear a statement to the effect that such Hammerhead LOT shall not be further divided to reduce its area or to create additional BUILDING LOTS. Further such plan shall show the proposed DWELLING location square.

or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Zoning Bylaw be amended as set forth in the article.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 22* NURSING HOMES
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

In the Table of Principal Uses, change Section 3.4.4 — Nursing Homes for the OP-1, LI and GI Districts to read as follows:

	OP-1	LI	GI
3.4.4	Nursing Homes	SPS	SPS
or take any other action relative thereto.			

CONSENT MOTION: MR. HUNTER moves that the Zoning Bylaw be amended as set forth in the article.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 23 SIGNS AND ADVERTISING DEVICES (2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

Delete Section 7 and replace with new Section 7 as follows:

SECTION 7 SIGNS AND ADVERTISING DEVICES

7.1 Purpose

Signs are a necessary means of communicating information. Generally, signs are intended to be highly visible. They attract attention and are one of the most visible and apparent aspects of a town's character. They tend to produce a lasting impression on residents and visitors and they provide an indication of the commercial health of a business area and a town as a whole. Simplicity in design and restrained use of signs are necessary to prevent a sign overload which creates clutter and is as confusing as no signs at all. The purposes of this section are:

- 7.1.1 To promote the safety and welfare of residents, businesses and visitors;
- 7.1.2 To enhance the safety of all traffic participants by encouraging simple messages and by preventing sign overload, clutter and confusion;
- 7.1.3 To encourage the effective use of signs as a means of communication, information and advertisement;
- 7.1.4 To foster free and effective expression and advertising, through creative and distinctive design;
- 7.1.5 To maintain and enhance the aesthetics of the built environment and the character of the Town;
- 7.1.6 To encourage signs which by their location, size and design are in harmony and compatible with the surrounding BUILDINGS and environment;
- 7.1.7 To maintain and promote economic health and stability;
- 7.1.8 To further the general purposes of this Bylaw.

7.2 Definitions

For the purposes of this Section, the following terms shall have the following meaning. The terms defined below are capitalized in the following parts of this Section in addition to the terms defined in Section 1.

- 7.2.1 AWNING SIGN — A permanent SIGN which is affixed to or consists of a permanent or retractable awning or marquee permanently mounted to the exterior surface of a BUILDING.
- 7.2.2 BILLBOARD SIGN — A SIGN which advertises a business, service, product, commodity, entertainment or similar object or activity which is conducted, sold or offered on a LOT other than the LOT on which the SIGN is ERECTED.
- 7.2.3 BUSINESS CENTER — For the purpose of this Section, BUSINESS CENTER shall be defined as a business development occupied by or available for occupancy to at least two distinctly separate businesses on one or more adjacent LOTS sharing common facilities such as driveways and parking areas.
- 7.2.4 DISPLAY AREA — The total surface area of a SIGN, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the SIGN. The DISPLAY AREA of an INDIVIDUAL LETTER SIGN, AWNING SIGN or irregularly shaped SIGN shall be the area of the smallest rectangle into which the letters, designs or symbols will fit. Where SIGN faces are placed back to back and face in opposite directions, the DISPLAY AREA shall be defined as the area of one face of the SIGN.

- 7.2.5 ERECTING — Any installing, constructing, reconstructing, replacing, relocating, re-lettering except as specifically provided, extending, altering, or otherwise changing of a SIGN, but ERECTING shall not include repairing or maintaining an existing SIGN or repainting it with the same original colors.
- 7.2.6 EXTERIOR SIGN — A WALL SIGN, PROJECTING SIGN or AWNING SIGN.
- 7.2.7 FREESTANDING SIGN — A non-movable SIGN not affixed to any BUILDING but constructed in a permanently fixed location on the ground with its own support structure, including a MONUMENT SIGN, and displaying a SIGN face on not more than two sides.
- 7.2.8 INDIVIDUAL LETTER SIGN — A WALL SIGN consisting of individual letters mounted to a BUILDING surface without any background or frame.
- 7.2.9 MONUMENT SIGN — A form of a FREESTANDING SIGN which is attached to and in contact with the ground over the full width of its DISPLAY AREA.
- 7.2.10 NEON SIGN — A SIGN which features exposed glass tubing filled with fluorescent gas.
- 7.2.11 OFFICE PARK or INDUSTRIAL PARK — For the purpose of this Section, OFFICE PARK or INDUSTRIAL PARK shall be defined as a development of two or more BUILDINGS on one or more adjacent LOTS totaling at least 50,000 square feet of NET FLOOR AREA and available for occupancy by users of office or industrial BUILDING space.
- 7.2.12 MOVABLE SIGN — Any SIGN not permanently attached to the ground or to a BUILDING or permanent STRUCTURE, which is designed to be portable such as an A-frame, H-frame or T-frame SIGN placed on the surface of the ground or temporarily staked into the ground.
- 7.2.13 PROJECTING SIGN — A SIGN which is permanently affixed to the exterior surface of a BUILDING or STRUCTURE with the DISPLAY AREA positioned perpendicular to the wall to which the SIGN is mounted.
- 7.2.14 ROOF SIGN — A SIGN which is painted, mounted or in any way projected above the lowest point of the eaves of a BUILDING or STRUCTURE, not including any SIGN defined as a WALL SIGN and not including any WALL SIGN mounted on a vertical BUILDING wall located above the eaves of any lower portion or wing of a BUILDING.
- 7.2.15 SIGN — Any symbol, design or device used to identify or advertise any place, business, product, activity, service, person, idea or statement.
- 7.2.16 WALL SIGN — A SIGN which is painted or otherwise permanently to a vertical exterior surface of a BUILDING or STRUCTURE with the DISPLAY AREA positioned parallel with the wall to which the SIGN is mounted, and including such a SIGN affixed to a parapet or to the lower slope of a gambrel or mansard roof.
- 7.2.17 WINDOW SIGN — A SIGN, picture, symbol or message that is hung behind a window, drawn, painted or etched on the window pane or glass or otherwise attached in or on a window and visible from the exterior of the window, not including any part of a customary window display of merchandise or other products.

7.3 SIGNS Prohibited in All Districts

- 7.3.1 Any SIGN ERECTED in violation of this Bylaw.
- 7.3.2 BILLBOARD SIGNS unless specifically authorized herein; and SIGNS on utility poles, communication towers, water towers, fences, trees, shrubs or other natural features, except for directional SIGNS listed in Section 7.5.3.
- 7.3.3 Except for permitted EXTERIOR SIGNS above a sidewalk, any SIGN ERECTED within or above a public way or affixed to public property without the written approval from the Board of Selectmen or its designee. The Board of Selectmen may adopt and from time to time amend policies and regulations regarding such SIGNS.

- 7.3.4 MOVABLE SIGNS except as specifically provided herein.. Any SIGN designed to be transported by means of wheels, and SIGNS attached to or painted on vehicles parked and visible from a STREET or a right of way customarily used by the general public, unless said vehicle is registered and used, as a vehicle, in the normal day-to-day operations of the business.
- 7.3.5 ROOF SIGNS; and any other SIGNS on a LOT which in any way are projected above a BUILDING or STRUCTURE.
- 7.3.6 Except as specifically provided herein, any SIGN consisting of or containing pennants; ribbons; streamers; spinners; balloons; strings of lights not associated with a specific religious holiday; flags other than those identifying a nation, state, city or town or located on land owned by the Town of Acton; revolving beacons; searchlights; animation.
- 7.3.7 SIGNS that change or rearrange characters or letters or illustrations, except as specifically provided herein; or flash, rotate, or make noise; or sparkle, twinkle or purposely reflect sunlight; or move, or give the illusion of moving, except for indicators of time and temperature or barber poles.
- 7.3.8 Any SIGN ERECTED in a side or rear yard required under this Bylaw unless such SIGN is affixed to an existing BUILDING, or unless such SIGN is a directional SIGN listed in Section 7.5.3.
- 7.3.9 Any SIGN or advertising device which due to its shape or combination and arrangement of colors and/or words resemble traffic SIGNS and traffic control devices.
- 7.3.10 Any SIGN which in any way creates a hazard to traffic participants, obscures or confuses traffic controls or blocks safe sight distance.
- 7.3.11 Any SIGN which in any way obstructs free entrance or egress from a door, window or fire escape.
- 7.3.12 Any SIGN advertising or identifying a business, service, product, commodity, entertainment or similar object or activity which has been discontinued. Such SIGN shall be removed promptly, in any case within 30 days after notice by the Building Commissioner.

7.4 General Regulations — The following provisions shall apply to SIGNS in all Zoning Districts.

7.4.1 Design

- 7.4.1.1 SIGNS should display simple and clear messages and symbols which should be legible by pedestrians and slow moving vehicles within a reasonable distance. Except as otherwise provided hereunder, a SIGN shall be limited to not more than the display of the name of the business establishment, one symbol, logo or drawing, and one feature product or service provided by the business.
- 7.4.1.2 To maintain simplicity and clarity of SIGNS no SIGN shall feature more than 3 different colors including trim, framing, supports and braces. SIGN colors should harmonize with the exterior colors, including trim, of the BUILDING to which the SIGN is attached. In the case of a FREESTANDING SIGN, the colors on such SIGN should be compatible with the colors of the BUILDING to which the SIGN principally relates. The letter faces of an INDIVIDUAL LETTER SIGN shall be kept in one single color.
- 7.4.1.3 In addition to Section 7.4.1.2 above, letters, logos, symbols and drawings on a SIGN in the Village Districts shall be kept in one light color on one dark background color, with an optional third color used sparingly for emphasis and trim only.

- 7.4.1.4 Lettering on a SIGN shall be limited to a maximum of two different type styles. The lettering and the design of a SIGN should complement the architecture of the BUILDING to which the SIGN is attached. In the case of a FREESTANDING SIGN its design should be compatible to the BUILDING to which the SIGN principally relates.

- 7.4.1.5 SIGNS in Village Districts should generally focus on a pedestrian scale and orientation and also be legible from slow moving vehicles.

- 7.4.1.6 In the Village Districts no visible portion or exterior surface of any SIGN shall be made of plastic, other petroleum based products or sheet metal.

7.4.2 Construction and Maintenance

SIGNS shall be constructed of durable and weatherproof materials. They shall be maintained in safe structural condition and good visual appearance at all times and no SIGN shall be left in a dangerous or defective state. All electrical equipment associated with a SIGN shall be installed and maintained in accordance with the National Electrical Code. The Building Commissioner shall have the authority to inspect any SIGN and order the owner to paint, repair or remove a SIGN which constitutes a hazard, or a nuisance due to improper or illegal installation dilapidation, obsolescence or inadequate maintenance.

7.4.3 Illumination

- 7.4.3.1 No SIGN shall be illuminated longer than 30 minutes before opening or after closing of any store or business.

- 7.4.3.2 No SIGN shall incorporate or be lighted by flashing or blinking lights, or by lights changing in intensity.

- 7.4.3.3 Except as otherwise provided herein, illumination for any SIGN shall be provided through an external light source which shall be stationary, and concealed or hidden so that it is invisible from any abutting property and practically invisible to the casual passerby on or outside the LOT. Such light source shall be directed primarily onto the SIGN and maintained at a sufficiently low intensity and brightness to avoid glare. In no case shall the illumination of a SIGN cause blinding or otherwise obstruct the safe vision of any traffic participant anywhere. SIGN illumination through an external source shall always be white or off-white.

- 7.4.3.4 The following types of SIGNS with internal or quasi-internal illumination shall be permitted, provided that they comply with all applicable standards of the previous section:

- a) NEON SIGNS, subject to Section 7.12.1.7.
- b) Opaque INDIVIDUAL LETTER SIGNS or symbols, back-lit with a white and concealed light source, thereby creating an effect by which the letters or symbols are silhouetted against a wall illuminated by said light source.
- c) SIGNS featuring individual letters or symbols which are cut out from an opaque facing and back-lit with a white and concealed light source, thereby creating an effect by which the facing, from which the letters or symbols are cut out, is silhouetted against a wall illuminated by said light source.
- d) Back-lit AWNING SIGNS with the light source internal or concealed from public view. Such SIGNS shall not be permitted in a Village District.
- e) INDIVIDUAL LETTER SIGNS with translucent letter faces, internally illuminated with a soft-glow light source; or SIGNS with an

opaque SIGN face with cutout translucent letter surfaces which are internally illuminated with a soft-glow light source. Such SIGNS shall not be permitted in a Village District.

- 7.4.3.5 In the Village Districts, PROJECTING SIGNS and AWNING SIGNS shall not be illuminated, WALL SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c), and FREESTANDING SIGNS shall not be illuminated except as described in Sections 7.4.3.4 b) or c) or from an external light source.
- 7.4.3.6 The DISPLAY AREA of an illuminated SIGN shall not exceed an average illuminance of 50 footcandles measured directly on the surface of the SIGN.
- 7.4.3.7 Light fixtures including bulbs or tubes used for SIGN illumination should be selected and positioned to achieve the desired brightness of the SIGN with the minimum possible wattage while ensuring compliance with all applicable requirements of this Bylaw. Where possible, the fixtures used for SIGN illumination should classify as "energy efficient", as defined by the power utility company serving the LOT.

7.4.4 Re-lettering

The re-lettering of a SIGN shall be equivalent to the ERECTING of a SIGN as defined in Section 7.2.5, except in the case of the following SIGNS and under the following conditions:

- 7.4.4.1 Any SIGN listed under Section 7.5.
- 7.4.4.2 Indicators of time and temperature.
- 7.4.4.3 The listing of current shows on SIGNS associated with a cinema or theater.
- 7.4.4.4 The names of individual businesses located on a FREESTANDING SIGN which identifies a BUSINESS CENTER, and which is ERECTED in conformance with Sections 7.8.5.2 or 7.8.6.3.

7.4.5 Other Regulations

- 7.4.5.1 A combination of not more than two of the following types of SIGNS shall be permitted on the same LOT or, in the case of a BUSINESS CENTER, within the same BUSINESS CENTER: WALL SIGN, PROJECTING SIGN, AWNING SIGN, and FREESTANDING SIGN; not including any SIGN which does not require a SIGN Permit as listed in Section 7.5 or an off-premises directional SIGN permitted under Section 7.9 or a special event SIGN permitted under Section 7.10.
- 7.4.5.2 The height, width and thickness of a SIGN shall be determined as the maximum vertical and horizontal dimensions of a SIGN including all support structures and bracing.

7.5 SIGNS Which Do Not Require a SIGN Permit

The following SIGNS do not require a SIGN Permit or Special Permit, nevertheless such SIGNS shall comply with Sections 7.3 and 7.4 above unless specifically provided otherwise in this section. No such SIGN shall be ERECTED within 5 feet of the sideline of a STREET or any other right of way customarily used by the general public, unless such SIGN is a traffic SIGN, landmark SIGN or an EXTERIOR SIGN.

- 7.5.1 Agricultural SIGNS — A SIGN associated with an agricultural USE as referenced in Section 3 of M.G.L., Ch. 40A, offering for sale produce and other farm products, provided that such a

SIGN indicates only the name and price of farm products which are for sale at the time the SIGN is displayed. The maximum DISPLAY AREA of such SIGN shall be 10 square feet. Such SIGN may be a MOVABLE SIGN.

- 7.5.2 Construction SIGNS — One SIGN on the LOT of a new project identifying the proposed BUILDING, the owner or intended occupant and the contractor, architect and engineers. Its DISPLAY AREA shall not exceed 8 square feet in the Residential and Village Districts, nor 20 square feet in any other District. Such SIGNS shall not be illuminated and shall not be ERECTED prior to the issuance of a building permit, and it shall be removed upon completion of the construction or prior to issuance of the occupancy permit, whichever occurs sooner.

- 7.5.3 Directional SIGNS — Unless otherwise specified herein, a directional SIGN may be ERECTED on a LOT wherever appropriate and functional to serve its specific purpose and where it is not in violation of Section 7.3. A directional SIGN may be a SIGN necessary for the safety and direction of vehicular and pedestrian traffic; a SIGN identifying handicapped parking and access; a SIGN giving direction to a public service facility or accommodation; an official inspection station SIGN; a SIGN displaying a STREET name or number or a house, block, unit or BUILDING number; a SIGN required for occupational safety and health reasons; a SIGN posted to prohibit trespassing, hunting, or certain other activities on private property; or any other SIGN providing essential direction or guidance. Except as may otherwise be required by local, state or federal regulations, the DISPLAY AREA of a directional SIGN shall not exceed two square feet and no directional SIGN shall be ERECTED more than six feet above the ground level if mounted on a wall of a STRUCTURE or more than four feet above the ground if freestanding. Directional SIGNS shall not be illuminated, nor advertise, identify or promote any business, business service, product, commodity, entertainment or similar object or activity.

- 7.5.4 Directory SIGNS — One directory SIGN listing the name and location of the occupants of a BUILDING may be ERECTED on the exterior wall of a BUILDING at each entrance or at one other appropriate location on the wall of a BUILDING, provided that (1) in the Business, Industrial and Office Districts the DISPLAY AREA shall not exceed one square foot for each occupant identified on the directory SIGN, nor more than a total of 12 square feet, and (2) in any other Zoning District the DISPLAY AREA shall not exceed one half square foot for each occupant identified on the directory SIGN, nor more than a total of 6 square feet. Such SIGNS shall not be illuminated.

- 7.5.5 Fuel Pump SIGNS — Fuel pump SIGNS located on service station fuel pumps identifying the name or type of fuel and price thereof.

- 7.5.6 Governmental SIGNS — SIGNS, including MOVABLE SIGNS, ERECTED and maintained by the Town of Acton, the Water Supply District of Acton, the Commonwealth of Massachusetts, or the Federal Government on any land, BUILDING or STRUCTURE in use by such governmental entity, any other signs erected by such governmental entity at any location required for public or environmental health, safety or notification purposes, or announcing the date, time and place of elections or town meeting.

- 7.5.7 Identification SIGNS — For single and two FAMILY residential USES in any Zoning District, one SIGN on a LOT identifying the occupants of the DWELLING, an authorized home occupation and/or any other USE which is conducted on the LOT and is permitted in a Residential District. In a Residential District, one SIGN on a LOT identifying a non-conforming USE. All such SIGNS shall not exceed two square feet of DISPLAY AREA and shall not be illuminated, except when coincidental to the illumination of a BUILDING, driveway or similar feature.

- 7.5.8 **Landmark SIGNS** — Any SIGN determined by the Board of Selectmen to be of particular artistic or historic merit that is unique or extraordinarily significant to the Town and its residents. Such a SIGN may be new or old, it may or may not comply with this Bylaw, it may be a picture, mural, statue, sculpture or other form of artistic expression, it may warrant preservation in its original form or may be in need of restoration, or it may be a marker to identify or commemorate a particular significant location, a historic event or person, or a natural feature.
- 7.5.9 **Menu SIGNS** — One menu SIGN per restaurant, affixed to the exterior wall of a restaurant with a maximum DISPLAY AREA of 2 square feet.
- 7.5.10 **Multifamily Dwelling SIGNS** — A SIGN identifying the name of a multifamily residential dwelling, not exceeding 6 square feet in DISPLAY AREA. If freestanding its height shall not exceed 4 feet above ground level and if mounted to the exterior wall of a BUILDING no portion thereof shall be higher than 6 feet from the ground.
- 7.5.11 **Political SIGNS** — In addition to WINDOW SIGNS, one SIGN may be ERECTED on a LOT displaying a political message. Such a SIGN shall be stationary and shall not be illuminated. Its height shall not exceed 4 feet and its DISPLAY AREA shall not exceed 6 square feet. SIGNS associated with a political event such as elections, primaries, balloting, or voter registration shall not be ERECTED earlier than 25 days prior to such event and shall be removed within 5 days after the event. SIGNS not associated with a particular political event shall be ERECTED for a period of no longer than 30 days, or if ERECTED for a longer duration shall not exceed 2 square feet in DISPLAY AREA. Such SIGN may be a MOVABLE SIGN.
- 7.5.12 **Religious SIGNS** — SIGNS identifying a religious USE and ERECTED on the same LOT as the religious USE. Such SIGNS shall not be illuminated and shall be limited to one WALL SIGN with a maximum DISPLAY AREA of 12 square feet, and one FREESTANDING SIGN with a maximum DISPLAY AREA of 8 square feet and a maximum height of 5 feet.
- 7.5.13 **Sale, Rent or Lease SIGNS** — A For Sale, Rent or Lease SIGNS shall not require a SIGN permit provided that its DISPLAY AREA does not exceed 20 square feet for property located in a Business, Office or Industrial Zoning District and 8 square feet for property located in any other district. In a Residential District, one For Sale, Rent or Lease SIGN shall be allowed per LOT, and one such SIGN shall be permitted for each business or establishment in any other Zoning District. Such a SIGN shall not be illuminated. Such SIGN may be a MOVABLE SIGN and it shall be removed immediately following the closing of a sale, lease or rental agreement.
- 7.5.14 **Traffic SIGNS** — Standard traffic SIGNS and control devices.
- 7.5.15 **WINDOW SIGNS** — WINDOW SIGNS, other than a NEON SIGN, in the Business, Village, Industrial and Office Districts shall not require a SIGN Permit provided that their aggregate DISPLAY AREA covers no more than 25 percent of the window in which they are ERECTED. Such SIGN shall not be illuminated. WINDOW SIGNS promoting a public service or charitable event shall not be calculated in the allowable 25 percent.
- 7.5.16 **Yard sale or garage sale SIGNS** — One SIGN, which may be a MOVABLE SIGN, on the LOT where the sale occurs, displaying only the words "Yard Sale" or "Garage Sale" together with the date of the event. Such SIGN shall not exceed 6 square feet in DISPLAY AREA and shall not be illuminated. Such SIGN shall not be ERECTED sooner than 3 days before the sale and it shall be removed not later than 1 day after the sale. In no case shall such a SIGN be ERECTED on a LOT for more than 5 days per calendar year.

7.6 SIGN Permits

Any SIGN permitted under the following Sections 7.7 through 7.12 shall require a SIGN Permit from the Building Commissioner and no such SIGN shall be ERECTED except in conformity with such a SIGN Permit and in the exact location and manner described in the SIGN Permit.

- 7.6.1 **Application** — All applications for SIGNS requiring a SIGN Permit shall be made to the Building Commissioner in such form as he may require, and such applications shall include at least: 1) the location, by STREET number, of the proposed SIGN; 2) the name and address of the SIGN owner and the owner of the LOT where the SIGN is to be ERECTED, if other than the SIGN owner; 3) a scale drawing showing the proposed construction, method of installation or support, colors, display, dimensions, location of the SIGN on the site, and method of illumination; 4) such other pertinent information as the Building Commissioner may require to ensure compliance with the Bylaw and any other applicable law; and 5) the application must be signed by the owner of the SIGN and the owner of the LOT where the SIGN is to be ERECTED. The Building Commissioner shall have the authority to reject any SIGN Permit application which is not complete when submitted.
- 7.6.2 **Time Limitations** — The Building Commissioner shall approve or disapprove any application for a SIGN Permit within 60 days of receipt of the application. If the Building Commissioner should fail to approve or disapprove an application for a SIGN Permit within such 60 day period, the application shall be deemed to be approved.
- 7.6.3 **Fees** — The Board of Selectmen shall establish and from time to time review a SIGN Permit fee which shall be published as part of a SIGN Permit application form.

7.7 EXTERIOR SIGNS

Any PRINCIPAL USE permitted in a Business, Industrial, Office or Village District may ERECT an EXTERIOR SIGN subject to the following:

- 7.7.1 Except as may otherwise be provided, one EXTERIOR SIGN shall be permitted for each PRINCIPAL USE. Such EXTERIOR SIGN may be a WALL SIGN, a PROJECTING SIGN or an AWNING SIGN.
- 7.7.2 Except as specifically provided for certain WALL SIGNS, an EXTERIOR SIGN may only be ERECTED on the exterior wall of the ground floor and up to 1 foot below the level of the bottom sills of the windows of the story above the ground floor of a BUILDING.
- 7.7.3 An EXTERIOR SIGN shall not obscure or cover architectural features such as but not limited to arches, sills, eaves moldings, cornices, transoms, lintels and windows. An EXTERIOR SIGN shall not be ERECTED within 6 inches from any such architectural features, and it shall not be ERECTED within 6 inches of any horizontal edge of a BUILDING or STRUCTURE nor extend beyond such horizontal edge.
- 7.7.4 **WALL SIGNS** — A WALL SIGN may be ERECTED on a BUILDING, or on an arcade STRUCTURE attached to the ground floor of a BUILDING, or on a permanent canopy STRUCTURE associated with a motor vehicle service station or a bank drive-up window.
- 7.7.4.1 The maximum DISPLAY AREA of a WALL SIGN affixed to the exterior wall of a BUILDING in conformance with Section 7.7.2, or to an arcade, canopy, parapet, or gambrel or mansard roof, shall not exceed 1 square foot for each lineal foot of wall(*). {(*) The wall front or store front occupied by a business, or the width of the canopy side to which the SIGN is attached.}
- 7.7.4.2 The height of a WALL SIGN shall not exceed 3 feet in the Business, Industrial and Office Districts, and 2 feet in the Village Districts.
- 7.7.4.3 The maximum width of a WALL SIGN affixed to the exterior wall of a BUILDING in conformance with Section 7.7.2, or to an arcade, canopy, parapet, or gambrel or mansard roof, shall not exceed 1 foot for each 2 lineal feet of wall(*) up to 30 feet in the

Business, Industrial and Office Districts, and 1 foot for each 3 lineal feet of wall(*) up to 20 feet in the Village Districts. {(*) The wall front or store front occupied by a business, or the width of the canopy side to which the SIGN is attached.)}

7.7.4.4 A business occupying a floor other than the first floor of a BUILDING may ERECT a WALL SIGN at a BUILDING elevation higher than the one permitted in Section 7.7.2, provided that the maximum width shall not exceed 8 feet in the Business, Industrial and Office Districts, and 6 feet in the Village Districts.

7.7.4.5 A WALL SIGN may be affixed to a parapet or to a gambrel or mansard roof of a single story BUILDING. In addition to any other applicable requirements, such a WALL SIGN shall maintain a minimum distance of 1 foot from the top of the parapet or from the top of the lower slope of the gambrel or mansard roof.

7.7.4.6 A WALL SIGN shall not project more than 1 foot from the surface to which it is attached.

7.7.4.7 A WALL SIGN shall not be ERECTED within 2 feet from the vertical edge of the BUILDING, arcade or canopy surface to which it is attached nor extend beyond such vertical edge.

7.7.4.8 A WALL SIGN shall be affixed to a more or less flat exterior surface in a location where the symmetry of the BUILDING, arcade or canopy and their features will be maintained.

7.7.5 PROJECTING SIGNS — A PROJECTING SIGN may be ERECTED on a BUILDING provided that the DISPLAY AREA shall not exceed

12 square feet in the Business, Industrial and Office Districts, and

6 square feet in the Village Districts.

The thickness between the SIGN faces shall not exceed 1 foot. A PROJECTING SIGN shall not project more than 3 feet from the face of the wall and shall maintain a minimum clearance of 8 feet above a walkway or sidewalk.

7.7.6 AWNING SIGNS — An AWNING SIGN may be ERECTED on a BUILDING. Such AWNING SIGN may consist of letters or symbols affixed to an awning in a parallel, perpendicular and/or convex position to the wall onto which the awning is mounted, except that in the Village Districts the convex position of letters to the wall shall not be permitted. Letters and symbols on an AWNING SIGN shall be flush with the surface of the awning. The maximum DISPLAY AREA of an AWNING SIGN shall be 12 square feet for surfaces positioned parallel or convex to the BUILDING wall, and 6 square feet for surfaces positioned perpendicular to the BUILDING wall. If the AWNING SIGN is ERECTED on an awning manufactured with canvass on a frame that is retractable to the wall, one additional EXTERIOR SIGN, which may be a WALL SIGN or a PROJECTING SIGN, shall be permitted on the BUILDING for the same business USE. An AWNING SIGN shall not project more than 3 feet from the wall and shall maintain a minimum clearance of 8 feet above a walkway or sidewalk. Where an AWNING SIGN is ERECTED on the wall of a BUILDING, all other awnings without a SIGN located on the same BUILDING shall be subject to the same dimensional requirements as the AWNING SIGN.

7.7.7 Secondary EXTERIOR SIGNS — If a business has a direct entrance into the business in a wall other than the front wall, there may be a secondary WALL SIGN, PROJECTING SIGN or AWNING SIGN affixed to such wall at such entrance; and if

the business has a wall other than the front wall without a direct entrance to the business that faces upon a STREET or parking area, there may be a secondary WALL SIGN affixed to such wall; provided, however, that no business shall have more than two secondary EXTERIOR SIGNS in any event. The DISPLAY AREA of any secondary EXTERIOR SIGN shall not exceed 6 square feet.

7.7.8 One EXTERIOR SIGN shall be permitted for a BUSINESS CENTER in addition to any other permitted EXTERIOR SIGNS. Such EXTERIOR SIGN shall conform to the dimensional requirements for EXTERIOR SIGNS and identify only the BUSINESS CENTER. If such EXTERIOR SIGN is ERECTED in a Village Districts, no FREESTANDING SIGN shall be permitted on the same LOT, nor within the same BUSINESS CENTER.

7.8 FREESTANDING SIGNS

Any PRINCIPAL USE permitted in a Business, Industrial, Office or Village District may ERECT a FREESTANDING SIGN identifying a business or a BUSINESS CENTER, subject to the following:

7.8.1 One FREESTANDING SIGN shall be permitted on a LOT identifying a business located on the same LOT; and one FREESTANDING SIGN shall be permitted for a BUSINESS CENTER displaying an identification of the BUSINESS CENTER provided no other FREESTANDING SIGN shall be permitted within such BUSINESS CENTER, and provided further that in a Village District no other FREESTANDING or EXTERIOR SIGN shall be ERECTED to identify the BUSINESS CENTER.

7.8.2 No FREESTANDING SIGN shall be ERECTED within 5 feet of the sideline of a STREET or any right of way customarily used by the general public, or within such greater distance that is equal to the height of the FREESTANDING SIGN, and no portion of a FREESTANDING SIGN shall be located within the airspace above any such minimum required distance.

7.8.3 A FREESTANDING SIGN shall be integrated into the landscape design of the LOT or parcel. It shall be centered within a landscaped area located on the LOT or parcel with a minimum area in square feet to be equal to the overall height of the SIGN multiplied by two, by the power of two. (Example — SIGN height = 6 feet: 6 ft. x 2 ft. = 12 ft.; 12 ft. x 12 ft. = 144 sq.ft. = minimum landscaped area). Such landscaped area shall be planted and maintained with suitable vegetation including shrubs and flowering perennials surrounding the base of the FREESTANDING SIGN. The landscaped area required under this section may be provided as part of a landscaped area required under any other section of this Bylaw.

7.8.4 If a FREESTANDING SIGN is a MONUMENT SIGN where the exterior surface of the support structure consists of masonry material which remains in its natural color other than plain gray concrete, the area below the lowest portion of any letter, symbol or illustration consisting of such masonry surface shall not be counted as DISPLAY AREA.

7.8.5 The following standards shall apply to FREESTANDING SIGNS in the Business, Industrial and Office Districts:

7.8.5.1 Where a FREESTANDING SIGN identifies a business, such FREESTANDING SIGN shall be permitted in addition to any EXTERIOR SIGN permitted on the same LOT. The DISPLAY AREA of the FREESTANDING SIGN shall not exceed 12 square feet and the height shall not exceed 7 feet. If such a FREESTANDING SIGN is a MONUMENT SIGN, its DISPLAY AREA may be increased to 16 square feet, provided however that the height of a MONUMENT SIGN shall not exceed 4 feet, or 6 feet if its width does not exceed 3 feet. Where the FREESTANDING SIGN identifies a motor vehicle service station the maximum permitted DISPLAY

AREA may be increased to 24 square feet if the additionally permitted DISPLAY AREA is used solely for the posting of current prices of fuel and gasoline.

- 7.8.5.2 Where a FREESTANDING SIGN identifies a BUSINESS CENTER, each business located within such BUSINESS CENTER may either ERECT one additional EXTERIOR SIGN, or may display its identification on the FREESTANDING SIGN together with the identification of the BUSINESS CENTER, provided that such FREESTANDING SIGN remains of integrated and coherent design and complies with all applicable standards. The DISPLAY AREA of such a FREESTANDING SIGN shall not exceed 20 square feet plus an additional 2 square feet per business name displayed, up to a maximum DISPLAY AREA of 24 square feet, and its height shall not exceed 10 feet. If a FREESTANDING SIGN under this provision is a MONUMENT SIGN, its DISPLAY AREA may be increased to 24 square feet plus an additional 2 square feet per business name displayed, up to a maximum DISPLAY AREA of 30 square feet. The height of such MONUMENT SIGN shall not exceed 6 feet, or 8 feet if its width does not exceed 4 feet.

- 7.8.6 The following standards shall apply to FREESTANDING SIGNS in the Village Districts:

- 7.8.6.1 One FREESTANDING SIGN may be ERECTED on a LOT provided that no BUILDING on the LOT is located within 30 feet of the LOT line nearest which the FREESTANDING SIGN is ERECTED.
- 7.8.6.2 Where a FREESTANDING SIGN identifies a business, no EXTERIOR SIGN shall be ERECTED on the same LOT. The DISPLAY AREA of such a FREESTANDING SIGN shall not exceed 8 square feet and the height shall not exceed 5 feet. If such a FREESTANDING SIGN is a MONUMENT SIGN, its DISPLAY AREA may be increased to 12 square feet, provided however that the height shall not exceed 4 feet, or 5 feet if its width does not exceed 3 feet. Where the FREESTANDING SIGN identifies a motor vehicle service station, the maximum permitted DISPLAY AREA may be increased to 16 square feet if the additionally permitted DISPLAY AREA is used solely for the posting of current prices of fuel and gasoline.
- 7.8.6.3 Where a FREESTANDING SIGN identifies a BUSINESS CENTER, each business located within such BUSINESS CENTER may either ERECT one additional WALL SIGN, or may display its identification on the FREESTANDING SIGN together with the identification of the BUSINESS CENTER, provided that such FREESTANDING SIGN remains of integrated and coherent design and complies with all applicable standards. The DISPLAY AREA of such a FREESTANDING SIGN shall not exceed 8 square feet plus an additional 2 square feet per business name displayed, up to a maximum DISPLAY AREA of 12 square feet, and its height shall not exceed 6 feet. If a FREESTANDING SIGN under this provision is a MONUMENT SIGN, its DISPLAY AREA may be increased to 12 square feet plus an additional 2 square feet per business name displayed, up to a maximum DISPLAY AREA of 20 square feet. The height of such MONUMENT SIGN shall not exceed 4 feet, or 6 feet if its

width does not exceed 3 feet.

- 7.8.7 One FREESTANDING SIGN may be ERECTED on a LOT or parcel located in the Business, Industrial or Office District identifying an OFFICE PARK or INDUSTRIAL PARK which may be located on more than one LOT, subject to the following:

- 7.8.7.1 Only one such SIGN shall be permitted for each OFFICE PARK or INDUSTRIAL PARK.
- 7.8.7.2 Such freestanding sign shall only identify the OFFICE park or INDUSTRIAL PARK and shall be subject to the provisions applicable to FREESTANDING SIGNS identifying a BUSINESS CENTER as they apply to the particular location in which the SIGN is erected. However, any DISPLAY AREA specifically provided to accommodate the listing of individual businesses shall not be included in calculating the maximum DISPLAY AREA hereunder and no display of individual establishments within an OFFICE PARK or INDUSTRIAL PARK shall be permitted on a FREESTANDING SIGN hereunder.
- 7.8.7.3 Such FREESTANDING SIGN may be permitted in addition to any permitted EXTERIOR SIGNS on the same LOT but no other FREESTANDING SIGN shall be permitted on the same LOT or parcel.
- 7.8.7.4 Such SIGN shall be ERECTED on a LOT or parcel which is clearly a part of the BUSINESS CENTER, OFFICE PARK or INDUSTRIAL PARK which it identifies.

7.9 OFF-PREMISES DIRECTIONAL SIGNS

One off-premises directional SIGN shall be permitted on a LOT assisting motorists in finding businesses, other than home occupations, not located on the same LOT, provided that such SIGN identifies only the name(s) of such businesses which are located on a LOT that does not have FRONTAGE on any of the major numbered through STREETS: Routes 2, 2A, 27, 111, and 62. Such SIGN shall not display any advertisement nor be illuminated. The maximum DISPLAY AREA shall not exceed 1 square foot per business identified on the SIGN, up to 4 square feet of combined DISPLAY AREA for multiple identifications on such SIGN. The height of such SIGN shall not exceed 5 feet above the ground. There shall be no more than two locations at which any particular business may be identified hereunder. No SIGN permitted hereunder shall be ERECTED within a STREET or within any right of way customarily used by the general public, and no such SIGN shall be ERECTED within the R-2, R-4, R-8/4, R-8, R-10/8 or R-10 Districts.

7.10 Special Event SIGNS

One SIGN may be ERECTED on a LOT to announce a church bazaar, fair, circus, festival, business or shop opening, special sale by a store or business, or similar event. Such SIGN shall identify the event and the date of the event, and it may display the event's sponsor, organizer or main feature. It shall not exceed 10 square feet in DISPLAY AREA and shall be ERECTED on the same LOT where the event occurs. Such a SIGN shall not be ERECTED on a sidewalk, walkway or driveway, nor within 5 feet from the sideline of a STREET or right of way customarily used by the general public. Such SIGN shall comply with all provisions of Sections 7.3 and 7.4, but it shall not be illuminated, and not withstanding Sections 7.3.4 and 7.3.6 it may be a MOVABLE SIGN and may consist of a flag or balloon, or may be decorated with ribbons, flags, streamers or balloons which remain reasonably within the confines of the SIGN. Such a SIGN shall not be ERECTED sooner than 7 days before the event and it shall be removed not later than 1 day after completion of the event. Only one such SIGN shall be ERECTED on a LOT at any given time. The number of times such a SIGN may be ERECTED shall not exceed 4 events per business and calendar year. There shall be no such SIGN on any LOT in excess of 28 days per calendar year, and in the case of multiple business occupants on a LOT such maximum number of days shall be divided evenly among all the business occupants to determine the maximum number of days in which an individual occupant may ERECT such a SIGN.

7.11 Non-Conforming SIGNS

Any non-conforming SIGN lawfully ERECTED may continue, subject to the following:

- 7.11.1 Notwithstanding Section 7.2.5, the repainting of a non-conforming SIGN in different colors shall not constitute the ERECTING of a SIGN if such repainting brings the SIGN in compliance with Sections 7.4.1.2 and/or 7.4.1.3, as applicable.
- 7.11.2 Non-conforming SIGNS accessory to a USE or USES shall be removed or replaced concurrently with any expansion of such USE or USES. Such non-conforming SIGNS shall be replaced with a conforming SIGN or SIGNS prior to the issuance of an occupancy permit for any BUILDING into which the USE or USES are to be expanded.
- 7.11.3 Nothing herein shall be deemed to prevent orderly, regular and timely maintenance, repair and repainting with the same original colors of a non-conforming SIGN.

7.12 SIGNS Requiring a Special Permit from the Planning Board

- 7.12.1 The Planning Board, acting as the Special Permit Granting Authority under this Section, may approve, approve with conditions, or disapprove the following SIGNS and the following deviations from the requirements of Sections 7.7 and 7.8:

- 7.12.1.1 A greater number of SIGNS than allowed under Sections 7.7 and 7.8, but not more than one SIGN in addition to the number of SIGNS otherwise permitted, or such lesser number of SIGNS per LOT or BUSINESS CENTER as the Planning Board finds appropriate to further the purpose of this Section as stated in Section 7.1.
- 7.12.1.2 SIGNS with dimensions in excess of those permitted under Sections 7.7 and 7.8, subject to the following limitations: (a) not larger than twice the otherwise permitted maximum DISPLAY AREA, (b) no WALL SIGN higher than one and one half times the height otherwise permitted, and (c) no FREESTANDING SIGN larger than 40 square feet in DISPLAY AREA or higher than 10 feet, and (d) any such other limitation as the Planning Board may find appropriate to further the purpose of this Section as stated in Section 7.1.
- 7.12.1.3 A SIGN in a location or in a position not otherwise permitted, but not a ROOF SIGN, a BILLBOARD, or a SIGN located within the minimum required distance from the sideline of a STREET or right of way customarily used by the general public.
- 7.12.1.4 SIGNS made of materials not otherwise permitted.
- 7.12.1.5 In the case of a SIGN which displays an illustration or a picture, or in the case of a NEON SIGN, a greater number of colors on such SIGN than otherwise permitted.
- 7.12.1.6 A SIGN attached to a stone wall, retaining wall, fence or other landscaping feature on a LOT, provided that such SIGN and feature are, in the opinion of the Planning Board, an integral component of the landscape design and BUILDING architecture on the LOT.
- 7.12.1.7 A NEON SIGN to be ERECTED on a LOT in place of a SIGN otherwise permitted, provided it features an individualized, custom made design showing only a drawing, logo, symbol or illustration, but no letters. A NEON SIGN shall comply with all applicable dimensional standards, it shall be composed of primarily single strand glass tubing with a maximum 1 inch diameter. In a Village District the Planning Board may approve a NEON SIGN only if it is ERECTED as a WINDOW

SIGN which may be placed in a ground floor window other than the door window, subject to the standards applicable to WINDOW SIGNS.

- 7.12.1.8 One SIGN for a nonconforming, pre-existing business, industrial or office USE other than a home occupation, ERECTED in a Residential District, conforming to the applicable requirements for a SIGN in a Village District, not illuminated and not exceeding six square feet in DISPLAY AREA;
- 7.12.1.9 A FREESTANDING SIGN with less than the required landscaped area, provided that, in the opinion of the Planning Board, sufficient landscape treatment is provided to compensate for the reduction in area.
- 7.12.1.10 A type or method of SIGN illumination not otherwise permitted provided that it meets the general objectives of Section 7.4.3.

- 7.12.2 A Special Permit under this section shall only be issued if the Planning Board, in addition to the required findings of Section 10.3.5, finds that, in its opinion, the resulting SIGN or the resulting deviation from the otherwise applicable requirements of this Section 7 meet the following criteria:

- 7.12.2.1 The SIGN will be consistent with the intent and purpose of Section 7.
- 7.12.2.2 The SIGN will be consistent with the character and use of the area and with the Zoning District in which it is ERECTED.
- 7.12.2.3 The SIGN will have appropriate scale and proportion in its design and in its visual relationship to BUILDINGS in the area and to its general surroundings. It has been attractively designed and located, and will be a compatible architectural element of the BUILDING to which it principally relates and will be in harmony with other features in the general area.
- 7.12.2.4 The proposed SIGN will provide continuity with other SIGNS, not including any non-conforming SIGNS, on the same or adjacent BUILDINGS or LOTS with respect to most but not necessarily all of the following criteria: dimension, proportion, mounting height, materials, colors, and other important features as determined by the Planning Board.
- 7.12.2.5 The colors, materials and illumination of the proposed SIGN are restrained and harmonious with the BUILDING and the site to which it principally relates.
- 7.12.2.6 The proposed SIGN is not internally illuminated, except in the case of a NEON SIGN, and except as provided under Sections 7.4.3.4 b) or c).
- 7.12.2.7 The material used for the SIGN is appropriate and does not detract from the aesthetic qualities of its surroundings.
- 7.12.2.8 The number of graphic elements on the proposed SIGN is held to the minimum needed to convey the SIGN'S primary message and is in good proportion to the area of the SIGN face.
- 7.12.2.9 The proposed SIGN will not unduly compete for attention with any other SIGN or SIGNS.
- 7.12.2.10 In the case of a SIGN under Sections 7.12.1.1 through 7.12.1.3, the proposed SIGN is necessary for adequate identification of a business which for site specific reasons would not reasonably be possible under the otherwise applicable standards and available options of this Bylaw.

7.12.3 When granting a special permit hereunder, the Planning Board, in order to mitigate negative impacts of a SIGN and to help support any of its required findings under Section 7.12.2, may impose reasonable conditions taking into consideration all aspects of the SIGN and its impacts on the visual environment in the area, including but not limited to design, construction, color, illumination, landscaping, and coordination with BUILDINGS and other SIGNS in the area, it may require the removal of any non-conforming SIGN or SIGNS on the LOT or in the same BUSINESS CENTER, and it may impose such other conditions as it deems appropriate to further the purpose of this Section as stated in Section 7.1.

7.12.4 The Planning Board shall promulgate Rules and Regulations governing the business of the Planning Board under this Section, including but not limited to the contents of an application and application fees, and it may adopt and from time to time amend design guidelines for SIGNS as it finds appropriate.

7.12.5 Where a SIGN which would require a Special Permit hereunder is located in a Local Historic District, the requirement for a Special Permit hereunder shall be waived, provided that such SIGN has been approved by the Historic District Commission pursuant to the Acton Local Historic District Bylaw, Chapter P of the Town Bylaws.

or take any other action relative thereto.

MOTION: MR. CROCKETT moves that the Town vote to amend the Zoning Bylaws, as set forth in the warrant.

MOTION CARRIES BY STANDING VOTE.

TOTAL VOTE:	96	YES	79	NO	7
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ARTICLE 24* QUARRY ROAD LAND USE CHANGE
(2/3 Vote Required)

To see if the Town will vote to transfer a parcel of land located on Quarry Road, containing approximately 45.51 acres, and shown as parcels 3 and 18 on Map C-5 of the Town Atlas, acquired for sanitary landfill purposes to the Selectmen for Highway, drainage and recreation purposes, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town transfer a parcel of land located on Quarry Road, containing approximately 45.51 acres, and shown as parcels 3 and 18 on Map C-5 of the Town Atlas, acquired for sanitary landfill purposes to the Selectmen for Highway, drainage and recreation purposes.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 25* STONEYMEADE LAND GIFT
(Majority Vote Required)

To see if the Town will vote to accept a gift of vacant land shown as Parcel 12-11 on Map F-5 of the 1990 Town Atlas, containing approximately 45 acres more or less, from Stoneymeade Development Corporation for conservation purposes under MGL Chapter 40 Section 8C, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town accept a gift of vacant land shown as Parcel 12-11 on Map F-5 of the 1990 Town Atlas, containing approximately 45 acres more or less, from Stoneymeade Development Corporation for conservation purposes under MG. Chapter 40 Section 8C.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 26* CUNNINGHAM LAND GIFT
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Leo Cunningham a parcel of vacant land containing approximately one half acre and shown on Town Atlas Map H-2A as parcel 41-3, located at 46-54 Martin Street for conservation purposes under MGL Chapter 40 Section 8C, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town accept as a gift from Leo Cunningham a parcel of vacant land containing approximately one half acre and shown on Town Atlas Map H-2A as parcel 41-3, located at 46-54 Martin Street for conservation purposes under MGL Chapter 40 Section 8C.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 27* PRESCOTT PAINT LAND GIFT
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Prescott Paint Co. a parcel of vacant land containing approximately 4 1/2 acres and shown on Town Atlas map H-2 as parcel 41, located at 53-73 Stow Street for conservation purposes under MGL Chapter 40 Section 8C, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town accept as a gift from Prescott Paint Co. a parcel of vacant land containing approximately 4 1/2 acres and shown on Town Atlas Map H-2 as parcel 41, located at 53-73 Stow Street for conservation purposes under MGL Chapter 40 Section 8C.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

THE FOLLOWING ARTICLE WAS "HELD" AND NOT PASSED AS PART OF THE CONSENT MOTIONS.

ARTICLE 28* ENHANCED 911
(Majority Vote Required)

To see if the Town will vote to accept Chapter 291 of the Acts of 1990, thereby allowing the Town to receive enhanced 911 service as defined in said act, or take any other action relative thereto.

MOTION: MR. GILBERTI moves that the Town accept Chapter 291 of the Acts of 1990.

MOTION CARRIES.

ARTICLE 29* REGIONAL FIRE & EMS DISPATCH
(Majority Vote Required)

To see if the Town will vote to authorize the Town Manager to negotiate and enter into a contract agreement with another town(s) or other entity or organization for regional fire/ambulance dispatch service, pursuant to the provisions of Chapter 40, Section 4A of the General Laws, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the Town authorize the Town Manager to negotiate and enter into a contract agreement with another town (s) or other entity or organization for regional fire/ambulance dispatch service, pursuant to the provisions of Chapter 40, Section 4A of the General Laws.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

ARTICLE 30# DIRECT SELECTMEN TO REPLACE AMBULANCE
(Majority Vote Required)

To see if the Town will direct the Board of Selectmen to immediately replace the Town's aged and unreliable ambulance.

MOTION: MR. ORMSBEE moves to direct the Board of Selectmen to immediately replace the Town's aged and unreliable ambulance.

MOTION LOST BY VOICE VOTE.

**ARTICLE 31# DIRECT SELECTMEN TO DISCONTINUE
PRIVATE AMBULANCE CONSIDERATION
(Majority Vote Required)**

To see if the Town will direct the Board of Selectmen to discontinue consideration of privatizing the Town's ambulance service and continue to provide this service by using Acton's Fire-fighter EMT's.

MOTION: MR. ORMSBEE moves to direct the Board of Selectmen to discontinue consideration of privatizing the Town's ambulance service and continue to provide this service by using Acton's Firefighters/EMT's.

MOTION LOST BY VOICE VOTE.

Mr. MacKenzie introduced Ms. Charlotte Sagoff to explain the resolution addressed in Article 32.

**ARTICLE 32# RESOLUTION TO SUPPORT
BIOREMEDIATION TEST
(Majority Vote Required)**

WHEREAS it is in the best interest of the citizens of Acton that the clean up of the contaminated lagoons at the W. R. Grace superfund site in South Acton take full advantage of technologies which can permanently eliminate contaminants or transform them into non-toxic form and

WHEREAS bioremediation is a process that has been used successfully for this purpose at over 100 superfund sites around the nation but has not been considered for use by either W. R. Grace or the New England Division of the EPA and

WHEREAS a simple inexpensive bench scale pilot study can be performed on the contaminated materials from one of the lagoons at the W. Grace Site in order to access the feasibility of bioremediation technologies for the W.R. Grace clean up.

NOW THEREFORE the citizens of Acton call upon their Selectmen to lend all possible support to the efforts of the Acton Citizens for Environmental Safety (ACES) to conduct such a test and if successful have it incorporated into the plan approved by the EPA for the clean up of the W. R. Grace site.

Directed to:

EPA District I Boston, MA	W. R. Grace Lexington, MA
Boston Globe	US EPA Washington D.C

MS. SAGOFF MOVES TO AMEND THE RESOLUTION AS FOLLOWS:

in paragraph 2 on line 3 after the word "use" add "at this site", in paragraph 3 on line 2 delete the words "of the" and add the word "four".

AMENDMENT CARRIES.

THE RESOLUTION NOW READS AS FOLLOWS:

WHEREAS it is in the best interest of the citizens of Acton that the clean up of the contaminated lagoons at the W.R. Grace superfund site in South Acton take full advantage of technologies which can permanently eliminate contaminants or transform them into non-toxic form and;

WHEREAS bioremediation is a process that has been used successfully for this purpose at over 100 superfund sites around the nation but has not been considered for use at this site by either W.R. Grace or the New England Division of the EPA and;

WHEREAS a simple inexpensive bench scale pilot study can be performed on the contaminated materials from one of the four lagoons at the W.R. Grace Site in order to access the feasibility of bioremediation technologies for the W.R. Grace clean up;

NOW THEREFORE the citizens of Acton call upon their Selectmen to lend all possible support to the efforts of the Acton Citizens for Environmental Safety (ACES) to conduct such a test and if successful have it incorporated into the plan approved by the EPA for the clean up of the W.R. Grace site.

Directed to:

EPA District I Boston, MA	W.R. Grace Lexington, MA
Boston Globe	US EPA Washington, D.C.

MOTION AS AMENDED CARRIES UNANIMOUSLY.

ARTICLE 33. SCHOOL REGIONALIZATION

To see if the Town will vote to create a regional school district planning committee to consist of three members, including one member of the school committee, to be appointed by the Moderator pursuant to Section 14 of Chapter 71 of the General Laws to study the advisability of establishing a regional school district for grades kindergarten through six with the Town of Maynard and to submit a report of its findings and recommendations to the Selectmen as provided in Sections 14A and 14B of Chapter 71, or take any other action relative thereto.

MOTION: MS. STUNTZ moves that a Regional School District Planning Committee be appointed as set forth in the warrant.

Mr. Sanford, speaking as a Finance Committee Member, moves to amend the article by adding after "School Committee" on line 3 "and one member of the Finance Committee" to be appointed by the Moderator. (Mr. Sanford reports that the decision to recommend an amendment to this article was taken at the March 20, 1991 meeting of the Finance Committee).

AMENDMENT CARRIES.

MOTION AS AMENDED CARRIES.

ARTICLE 35* Continuation of Previous Appropriations

To see if the Town will vote to extend, transfer, or otherwise take action to prevent the lapse of appropriations previously authorized, pursuant to section 6-5 of the Charter of the Town of Acton, or to transfer or close out any such appropriations which are no longer needed, or take any other action relative thereto.

MR. HUNTER moves that the continuation of previous appropriations under the articles listed not lapse pursuant to Section G-5 of the Town Charter, but remain open until the appropriation is expended or the Town Meeting otherwise votes.

Art. 41	4/86	Center Land Improvements	747.09
Art. 46	4/86	Health Staffing	7,612.46
Art. 39	4/88	Tree Planting	1,362.10

CONSENT MOTION: MR. HUNTER moves to take no action on Article 35.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

**ARTICLE 36* TAX ANTICIPATION NOTES
(Majority Vote Required)**

To see if the Town will authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1991, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves that the town authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1991, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

CONSENT MOTION CARRIES UNANIMOUSLY. (4/1/91)

MOTION: MR. HUNTER moves that the annual town meeting be adjourned until June 4, 1991 in this auditorium at 7:30 P.M.

MOTION CARRIES.

THE TOTAL NUMBER ATTENDING TONIGHT'S TOWN MEETING - 137

MEETING ADJOURNED AT 10:30 P.M.

TUESDAY, JUNE 4, 1991 Acton's Annual Town Meeting reconvened by Mr. MacKenzie at 7:40 P.M.

The adjourned session of the 1991 Annual Town Meeting began at approximately 7:40 p.m. on Tuesday, June 4, 1991. Town Moderator welcomed the attendees and recognized State Representative Pamela Resor who presented resolutions from the Massachusetts House of Representatives to 1) Ms. Cindy Patton in recognition of her having received the Readers Digest American Hero in Education award and 2) Mr. Donald Gilberti on the occasion of his retirement from the Acton Board of Selectmen following nine (9) years of distinguished service.

At 7:50 p.m., following the presentations the moderator reconvened the adjourned Annual Town Meeting and immediately recognized Mr. Dore Hunter.

MOTION: MR. HUNTER moves to adjourn the annual town meeting and move into the special town meeting of June 4, 1991.

MOTION CARRIES UNANIMOUSLY.

**ABSTRACT OF THE PROCEEDINGS OF THE SPECIAL TOWN
MEETING
HELD JUNE 4, 1991**

The moderator called the special town meeting to order and immediately recognized Ms. Lees Stuntz, Chairman of the Acton-Boxborough Regional School Committee who explained that the School Committee was requesting that the voters take no action on all four (4) regionalization articles on the June 4, 1991 Special Town Meeting since they had been placed on a warrant for a Special Town Meeting on June 17, 1991. She then explained why this deferral action was being requested. The Board of Selectmen and Finance Committee expressed support for Ms. Stuntz recommendation for deferral of all four (4) articles.

**ARTICLE 1. Acton-Boxborough Maynard K-12 School
Regionalization
(Majority Vote)**

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreements, to include the Town of Maynard and to include grades Kindergarten through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MS. STUNTZ moves that no action be taken on Article 1.

MOTION CARRIES.

**ARTICLE 2. Acton-Boxborough-Maynard 7-12 School
Regionalization
(Majority Vote)**

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include the Town of Maynard for grades 7 through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MS. STUNTZ moves that no action be taken on Article 2.

MOTION CARRIES.

**ARTICLE 3. Acton-Maynard K-6 School Regionalization.
(Majority Vote)**

Shall the Town accept the provisions of sections 16 to 16I, inclusive, of chapter 71 of the General Laws, providing for the establishment of a regional school district, together with the Town of Maynard, and the construction, maintenance, and operation of a regional school by the said district, in accordance with the provisions of a proposed agreement filed with the Selectmen.

MS. STUNTZ moves to take no action on Article 3.

MOTION CARRIES.

**ARTICLE 4. Acton-Boxborough K-12 School Regionalization.
(Majority Vote)**

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include grades Kindergarten through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MS. STUNTZ moves to take no action on Article 4.

MOTION CARRIES.

MS. STUNTZ THEN MOVED TO DISSOLVE THE SPECIAL TOWN MEETING.

MOTION CARRIES UNANIMOUSLY.

**ABSTRACT OF THE PROCEEDINGS OF THE ANNUAL TOWN
MEETING
HELD APRIL 1, 1991
WITH ADJOURNED SESSIONS HELD
HELD APRIL 2 AND JUNE 4, 1991**

JUNE 4, 1991

Moderator declared the annual town meeting in session and proceeded to the remaining Consent Calendar articles.

The moderator listed the remaining consent calendar articles:

Article 10.	Refurbish (3) 6 ton trucks
Article 11.	Replace 1 pick-up truck
Article 12.	Replace 1 Fire Dept. Sedan
Article 34.	Unpaid Bills

and then called for a voice vote for each individual article.

ARTICLE 10. REFURBISH THREE 6-TON DUMP TRUCKS
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$30,000.00, or any other sum to be expended by the Town Manager, for the refurbishment of three 6 ton dump trucks, or take any other action relative thereto.

CONSENT MOTION: MR. LAKE moves that the Town raise and appropriate \$30,000.00 for the refurbishment of three (3) six ton dump trucks; said sum to be expended by the Town Manager.

CONSENT MOTION CARRIES.

ARTICLE 11. PICK-UP TRUCK REPLACEMENT
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$14,000.00, or any other sum, to be expended by the Town Manager, for the purchase of a pick-up truck, or take any other action relative thereto.

CONSENT MOTION: MR. LAKE moves that the Town raise and appropriate \$14,000.00 for the purchase of a pick-up truck; to be expended by the Town Manager.

CONSENT MOTION CARRIES.

ARTICLE 12. REPLACE FIRE DEPT. SEDAN
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$15,700.00, or any other sum, to be expended by the Town Manager, for the purchase and equipping of one new command cruiser for the Fire Department, or take any other action relative thereto.

CONSENT MOTION: MR. LAKE moves that the Town raise and appropriate \$15,000.00 for the purchase and equipping of one (1) new command cruiser for the Fire Department; said sum to be expended by the Town Manager.

CONSENT MOTION CARRIES.

ARTICLE 34* UNPAID BILLS

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to pay unpaid bills of previous fiscal years, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves to take no action on Article 34.

CONSENT MOTION CARRIES.

ARTICLE 8. OMNIBUS BUDGET
(Majority Vote Required)

To see if the Town will make appropriations for expenditures by departments, officers, boards, and committees of the Town for the ensuing fiscal year and determine whether the money shall be provided by the tax levy or by transfer from available funds, including any special funds, or by any combination of these methods; or take any other action relative thereto.

MOTION: MR. HUNTER moves that the Town budget for the period July 1, 1991 to June 30, 1992 in the amount of \$27,129,891.00 be raised and appropriated in its entirety as follows, except that \$68,000.00 be transferred from Cemetery Trust Funds for cemetery use, and that \$1,418.80 be transferred from the County Dog Fund for library use, \$5,217.92 be appropriated from the Library Receipts Reserved for Appropriation for library use, and that \$1,850.00 be transferred from Wetland filing fees for the Conservation Department:

A. Acton Public Schools as follows:

Operating expense	8,476,950.00
Out-of-state travel	5,500.00
Blanchard Auditorium	41,701.00

B. Acton-Boxborough Regional School District as follows:

Operating expenses	7,168,657.00
Net maturing debt and interest	414,693.00

C. Minuteman Technical School System	563,867.00
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D. Municipal Services	10,458,523.00
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FOLLOWING PRESENTATIONS BY SCHOOL COMMITTEE, FINANCE COMMITTEE AND THE BOARD OF SELECTMEN; THE BUDGET WAS BROUGHT TO A SINGLE VOTE.

MOTION CARRIES.

ARTICLE 13. PURCHASE AUTOMATED VOTE COUNTING SYSTEM
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$40,000.00, or any other sum, to be expended by the Town Manager for the purchase of an automated vote counting system, or take any other action relative thereto.

MR. GILBERTI moves that the Town raise and appropriate \$40,000.00 for the purchase of an automated vote counting system; said sum to be expended by the Town Manager.

MOTION CARRIES.

ARTICLE 14. MENTAL HEALTH SERVICES APPROPRIATION
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to be expended by the Town Manager for Mental Health Services to be provided for in need residents as well as average residents, or take any other action thereto.

MOTION: MS. TAVERNIER MOVES TO TAKE NO ACTION.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 15. WEST ACTON LIBRARY ASSOCIATION APPROPRIATION
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$18,908.00, or any other sum, for salaries and operating expenses for the maintenance and staffing of the West Acton Citizens Library Association, or take any other action relative thereto.

MOTION: MR. MITCHELL moves that no action be taken.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 18. CONSISTENCY OF SPECIAL PERMITS AND VARIANCES WITH MASTER PLAN
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

Insert new Section 10.3.5.1 as follows:

10.3.5.1 Is consistent with the Master Plan

renumber existing Sections 10.3.5.1 through 10.3.5.4 to become Sections 10.3.5.2 through 10.3.5.5 respectively.

Insert new Section 10.4.5.1 as follows:

10.4.5.1 Is consistent with the Master Plan

renumber existing Sections 10.4.5.1 through 10.4.5.6 to become Sections 10.4.5.2 through 10.4.5.7 respectively.

Delete Section 10.5.5 and replace with the following"

10.5.5 Mandatory Findings - before granting any variance from the requirements of this Bylaw, the Board of Appeals must specifically find:

10.5.5.1 That owing to circumstances relating to the soil conditions, shape, or topography of the LOT or STRUCTURES in question and especially affecting such LOT or STRUCTURES but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of this Bylaw would involve substantial hardship, financial or otherwise, to the Petitioner,

10.5.5.3 That desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this Bylaw. In deciding whether the requested variance nullifies or substantially derogates from the intent or purpose of this Bylaw, the Board of Appeals shall consider whether the granting of such variance is consistent with the Master Plan.

or take any other action relative thereto.

MOTION: MR. DUFRESNE moves that the Town vote to amend the Zoning Bylaws as set forth in the handout distributed at this Town Meeting, a copy of which has been filed with the Town Clerk.

MOTION CARRIES BY STANDING VOTE.

TOTAL VOTE	132	YES	100	NO	32
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ARTICLE 37 BUDGET TRANSFER
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, an amount of money to be used in conjunction with funds appropriated under current fiscal year budgets to be used during the current fiscal year, or make any other adjustments to the current fiscal year budget and appropriations that may be necessary, or take any other action relative thereto.

MOTION: MS. TAVERNIER moves that no action be taken.

MOTION CARRIES.

ARTICLE 38 USE OF FUNDS TO REDUCE THE TAX RATE

(Majority Vote Required)

To see if the Town will determine an amount of free cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1991, or take any other action relative thereto.

MOTION: MS. TAVERNIER moves that no action be taken.

MOTION CARRIES UNANIMOUSLY.

THE NUMBER OF VOTERS ATTENDING TONIGHT'S TOWN MEETING
— 610.

At 9:55 P.M., Mr. Hunter moved to dissolve the 1991 Annual Town Meeting with a fond farewell to Donald Gilberti and a welcome to Anne Fanton.

MOTION CARRIES.

Tellers at the Annual Town Meeting were Isabella Choate, Elsa Collings, Craig Fingerman, Eldon Fisher, William Gately, Michael Gracsser, Thomas Grogan, Ted Harrigan, Maurice Joyal, Charles Kadlec, Carol Lake, Margaret Lauzon, Philippe Lemieux, Edwin Miller, John Ormsbee, Beatrice Perkins, Paul Popprert, Cathy Ann Reich, Catherine Reich, William Reich, Betsy Wilson and Norman Veenstra.

INDEX FOR SPECIAL TOWN MEETING HELD JUNE 17, 1991

ARTICLE 1. ACTON-BOXBOROUGH-MAYNARD K-12 SCHOOL REGIONALIZATION
(Moved to take no action.)

ARTICLE 2. ACTON-BOXBOROUGH-MAYNARD 7 — 12 SCHOOL REGIONALIZATION -
(Motion Lost.)

ARTICLE 3. ACTON-MAYNARD K-6 SCHOOL REGIONALIZATION -
(Motion carried unanimously.)

ARTICLE 4. ACTON-BOXBOROUGH K-12 SCHOOL REGIONALIZATION -
(Motion carried.)

ARTICLE 5. RE-PURCHASE A CEMETERY LOT
(Motion carried unanimously.)

ARTICLE 6. SCHOOL REGIONALIZATION PLANNING COMMITTEE
(Motion lost by voice vote.)

ARTICLE 7. ENERGY CONSERVATION IMPROVEMENT PROJECT ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
(Motion carried unanimously.)

ARTICLE 8. ENERGY CONSERVATION IMPROVEMENT PROJECT ACTON PUBLIC SCHOOLS
(Motion carried unanimously.)

ABSTRACT OF THE PROCEEDINGS OF THE SPECIAL TOWN MEETING HELD JUNE 17, 1991

The Special Town Meeting was called to order at 7:40 P.M. on June 17, 1991 in the Gymnasium/Field House of the Acton-Boxborough Regional High School.

The moderator, Mr. Donald MacKenzie, welcomed the attendees and immediately asked Mr. Weeks, Chairman of the Board of Selectmen, to introduce the head table, Mr. Sanford, Chairman of the Finance Committee, to introduce his committee and Ms. Lees Stuntz to introduce the Local and Regional School Committee and other appropriate school personnel.

Mr. MacKenzie gave a brief indoctrination on town meeting procedures particularly those that he would use on this occasion referring specifically to the secret ballots which would be taken on Articles 2 and 3.

Before any motions were made, Ms. Lee Stuntz, Chairman of the Acton-Boxborough Regional High School Committee was then introduced and asked to give an explanation of the first four (4) articles on regionalization, explaining what they would mean to the Acton voters. Ms. Stuntz explained that articles 2 and 3 would be the only regionalization articles for which a vote would be taken

Ms. Stuntz made a motion asking the town meeting voters to allow special visitors to speak, if needed.

MOTION CARRIED.

ARTICLE 1. ACTON-BOXBOROUGH-MAYNARD K-12 SCHOOL REGIONALIZATION
(Majority Vote)

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include the Town of Maynard and to include grades Kindergarten through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MOTION: MS. STUNTZ moves to take no action.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 2. ACTON-BOXBOROUGH-MAYNARD 7-12 SCHOOL REGIONALIZATION
(Majority Vote)

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include the Town of Maynard for grades 7 through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MOTION: MS. STUNTZ moves that the Town accept the proposed amendment of the Acton-Boxborough Regional School Agreement adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include the Town of Maynard for Grades 7 through 12, and makes other changes in the Agreement, provided that this vote shall not be effective unless the Town also votes to establish a regional school district with Maynard for grades K through 6.

TOTAL VOTE 2184 YES 714 NO 1460 (by secret ballot)

MOTION LOST.

(EDITORIAL NOTE:) The warrant articles are listed in chronological order in this abstract, however, Mr. MacKenzie did use his prerogative as moderator and proceeded with other articles on the warrant while the ballots for Article 2 were being counted. He explained that the unique situation of the secret ballot coupled with the interdependence of some of the warrant articles having to do with regionalization made it advisable to defer debate on Article 3 and Article 6 and proceed with Articles 5, 7, and 8.)

ARTICLE 3. ACTON-MAYNARD K-6 SCHOOL REGIONALIZATION
(Majority Vote)

Shall the Town accept the provisions of section 16 to 16I, inclusive, of Chapter 71 of the General Laws providing for the establishment of a regional school district, together with the Town of Maynard, and the construction, maintenance, and operation of a regional school by the said district, in accordance with the provisions of a proposed agreement filed with the Selectmen.

MOTION: MS. STUNTZ moves to take no action on Article 3.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 4. ACTON-BOXBOROUGH K-12 SCHOOL REGIONALIZATION
(Majority Vote)

To see if the Town will vote to accept the proposed amendment of the Acton-Boxborough Regional School Agreement, adopted by the Acton-Boxborough Regional School Committee on May 2, 1991, which amends the agreement to include grades Kindergarten through 12 and makes other changes in the Agreement, or take any other action relative thereto.

MOTION: MS. STUNTZ moves to pass over Article 4.

MOTION CARRIES.

ARTICLE 5. RE-PURCHASE A CEMETERY LOT
(Majority Vote)

To see if the Town will authorize the Cemetery Commissioners to purchase lot 524, Section 7, Woodlawn Cemetery, said lot having been pre-need by Mr. and Mrs. Roland W. Robbins and to see if the Town will authorize the appropriation of \$200.00 from the Cemetery Land Fund and \$600.00 from the Old Perpetual Care Fund for such purpose, or take any other action relative thereto.

MOTION: MR. WEEKS moves that the Town vote to authorize the Cemetery Commissioners to purchase lot 524, Section 7, located in Woodlawn Cemetery, said lot was purchased pre-need by Mr. and Mrs. Roland W. Robbins; and to appropriate the sum of \$200.00 from the Cemetery Land Fund, and \$600.00 from the Old Cemetery Perpetual Care Fund for such purposes.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 6. SCHOOL REGIONALIZATION PLANNING COMMITTEE
(Majority Vote)

To see if the Town will vote to create a regional school district planning committee to consist of three members, including one member of the school committee, to be appointed by the Moderator pursuant to Section 14 of Chapter 71 of the General Laws to study the advisability of establishing a regional school district for grades kindergarten through six and to submit a report of its findings and recommendations to the selectmen as provided in Sections 14A and 14B of Chapter 71, or take any other action relative thereto.

MOTION: MS. STUNTZ moves that the Town vote to create a regional school district planning committee as set forth in this article.

MOTION LOST BY VOICE VOTE.

ARTICLE 7. ENERGY CONSERVATION IMPROVEMENT PROJECT ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
(Majority Vote)

To see if the Town will vote to approve the amount of \$650,000 debt authorized by vote of the Acton-Boxborough Regional District School Committee on May 2, 1991, for the purpose of remodeling and making extraordinary repairs, including energy conservation improvements to the regional junior high school.

MOTION: MS. STUNTZ moves that the Town approve the amount of \$650,000.00 debt authorized by vote of the Acton-Boxborough Regional District School Committee on May 2, 1991 for the purpose of remodeling and making extraordinary repairs including energy conservation improvements to the Regional High School.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 8. ENERGY CONSERVATION IMPROVEMENT
PROJECT ACTON PUBLIC SCHOOLS
(2/3 Majority Vote)

To see if the Town will vote to appropriate a sum of money for the purpose of making energy conservation improvements to the Conant, Douglas, Gates, Merriam and McCarthy-Towne Schools and to the Blanchard Auditorium and determine whether such appropriation shall be raised by borrowing or otherwise, or take any other action relative thereto.

MOTION: MS. BARRAT moves that the sum of \$225,000.00 be appropriated for the purpose of making energy conservation improvements to the Conant, Douglas, Gates, Merriam and McCarthy-Towne Schools and to the Blanchard Auditorium and that to raise such appropriation \$33,000.00 shall be transferred from the Merriam School Enterprise Fund the Treasurer with the approval of the Selectmen is authorized to borrow the sum of \$192,000.00 under Chapter 44, Section 7 (3B) of the General Laws.

MOTION CARRIES UNANIMOUSLY.

At 11:15 p.m., Mr. Weeks moved to dissolve the special town meeting.

MOTION CARRIES.

Total number of voters at this Special Town Meeting was 2311. (Greatest number of voters ever recorded at a Special Town Meeting.)

The tellers at the special town meeting were Ann Chang, Isabella Choate, Elsa Collins, Craig Fingerman, Eldon Fisher, William Gately, Thomas Geagan, Carolyn Gray, Charles Kadlec, Maurice Joyal, Carol Lake, Margaret Lauzon, Sandra Masson, Maureen McLaughlin, Edwin Miller, John Ormsbee, Beatrice Perkins, Paul Poppert, Catherine Reich, Cathy Reich, William Reich, Raymond Shamel, Judith Snell, Norman Veenstra and Betsy Wilson.

ABSTRACT OF THE PROCEEDINGS OF THE SPECIAL TOWN
MEETING HELD OCTOBER 28, 1991

The Special Town Meeting was called to order at 7:35 P.M. on October 28, 1991 at the Acton-Boxborough Regional High School Auditorium. After welcoming the attendees, Donald MacKenzie, moderator, introduced Norman Lake, Chairman of the Board of Selectmen and Ralph Sanford, Chairman of the Finance Committee who introduced the people on the dais.

The moderator proceeded to the Consent Calendar, the group of articles considered non-controversial and presented as a unit requiring a unanimous or counted two thirds vote.

The Consent Calendar Articles passed unanimously with the exception of Article 10 which was "held" to be considered by the voters in its normal chronological order.

CONSENT MOTIONS

ARTICLE	MOTION
1*	Change Name — Commission for Handicapped: Mr. Lake moves that the Charter be amended as set forth in the Article.
2*	Changing Fee of Sealer: Mr. Lake moves that the Town Bylaws be amended as set forth in the Article.
7*	Groundwater: Mr. Lake moves that the Zoning Bylaws be amended as set forth in the Article.
8*	Housekeeping: Mr. Lake moves that the Zoning Bylaws be amended as set forth in the Article
10*	"HELD" Sidewalks: Mr. Lake moves that the Zoning Bylaws be amended as set forth in the Article.
12*	Hurricane Appropriation: Mr. Lake moves that the Town accept the reimbursement from the Federal Government and that such amount be used to reimburse the Municipal Services line item of the Town's budget.

ARTICLE 1* CHANGE NAME — COMMISSION FOR HANDI-
CAPPED

To see if the Town will vote to amend the Charter to change the name of the Handicapped Commission to Commission on Disability, or take any other action relative thereto.

MOTION: MR. LAKE moves that the Charter be amended as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 2* CHANGING FEES OF SEALER

To see if the Town will vote to amend Chapter D of the Town Bylaws to establish a new schedule of fees for sealing weights and measures as follows:

Devise	Proposed Device Legal Sealing Fees	Present Legal Sealing Fees
Over 10,000 lbs	\$50.00	\$70.00
5,000 — 10,000 lbs	30.00	35.00
1,000 — 5,000 lbs	20.00	25.00
100 — 1,000 lbs	20.00	20.00
10 — 100 lbs	10.00	15.00
less than 10 lbs	10.00	10.00
Avoirdupois (each)	.50	1.00
Metric	.50	1.00
Apothecary	.50	1.00
Troy	.50	1.00
Vehicle Tanks		
(Each indicator)	5.00	7.00
Each 100 gallons or fraction thereof Liquid	2.00	3.50
One gallon or less	.50	1.00
More than one gallon	1.00	2.00
Inlet 1/2" or less		
(Oil or Grease)	4.00	6.00
Inlet more than 1/2" to 1"		
(Gasoline)	15.00	20.00
Inlet more than 1"		
Vehicle tank pump	15.00	20.00
Vehicle tank gravity	20.00	25.00
Bulk Storage	40.00	55.00
Company Supplies prover	20.00	25.0
Each stop on pump	2.00	2.50
Taxi Motors	6.00	10.00
Odometer-Hubodometer	6.00	10.00
Leather meas.		
(Semi-Annual)	4.00	5.00
Fabric Measuring	4.00	5.00
Wire-Rope-Cordage	4.00	5.00
Yard Sticks	.50	.50
Tapes	.50	.50
Milk Jars (per gross)	8.00	10.00
Dry Measures	.50	1.00

or take any other action relative thereto.

MOTION: MR. LAKE moves that the Town Bylaws be amended as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 3 NURSING ENTERPRISE BUDGET TRANSFER

To see if the Town will appropriate \$61,870 and set aside the estimated receipts from nursing services to meet such appropriation for the purpose of providing additional nursing services; or take any other action relative thereto.

MOTION: MR. LAKE moves the Town appropriate \$61,870.00 for the purpose of providing public health nursing services, and to raise such amount \$61,870.00 be transferred from Nursing Service Enterprise Fund Balance.

MOTION CARRIES UNANIMOUSLY

ARTICLE 4 ACCESSORY APARTMENTS (Requires 2/3 Vote)

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

A. In Section 3, Table of Principal Uses:

- 1) Section 3.3.2: Replace "Single FAMILY DWELLING with an Apartment" with "Single FAMILY Dwelling with one Apartment".
- 2) Section 3.3.2: Replace all "SPA" of this line with "Y(2)".
- 3) Insert new footnote to the Table of Principal Uses as follows:

"(2) A Single FAMILY Dwelling with one Apartment shall require a Special Permit from the Board of Appeals, if located on a LOT with less than 15,000 square feet in LOT area, or if the Apartment is located in a detached BUILDING. See Section 3.3.2.9 of USE Definitions."

and

renumber footnotes (2) through (4) to become footnotes (3) to (5) respectively.

B. In Section 3.3, introductory paragraph, add after the words "pursuant to Section 4.4" the following

"and except for a Single FAMILY dwelling with one Apartment as specifically provided in Section 3.3.2.9.b),"

C. Delete Section 3.3.2 of the Acton Zoning Bylaw in its entirety and replace with new Section 3.3.2 as follows:

3.3.2 Single FAMILY dwelling with one Apartment — A single FAMILY dwelling, the BUILDING of which was in existence on or before January 1, 1990, to be altered and used for not more than two DWELLING UNITS — the Principal Unit plus one Apartment — , provided that:

3.3.2.1 The GROSS FLOOR AREA of the Apartment shall not exceed the lesser of fifty percent (50%) of the GROSS FLOOR AREA of the Principal Unit or 800 square feet.

3.3.2.2 There shall be no more than two (2) bedrooms in the Apartment.

3.3.2.3 The Apartment shall be clearly and distinctly separated from the Principal Unit by separate entrances either from the exterior of the BUILDING or from a common hallway located within the BUILDING.

3.3.2.4 Any stairways to an Apartment located above the ground floor of a BUILDING shall be enclosed within the exterior walls of the BUILDING.

3.3.2.5

There shall be not more than one driveway or cut providing ACCESS to the DWELLING UNITS, except for half circular or horseshoe driveways located in the front of the BUILDING.

3.3.2.6 A minimum of one (1) additional parking space shall be provided for the Apartment.

3.3.2.7 Either the Principal Unit or the Apartment shall be occupied by the owner of the property. For the purposes of this section, the "owner" shall be one or more individuals residing in a dwelling who hold legal or beneficial title and for whom the dwelling is the primary residence for voting and tax purposes.

3.3.2.8

The Apartment shall not be held in or transferred into separate ownership from the Principal Unit under a condominium form of ownership or otherwise.

3.3.2.9

A Special Permit from the Board of Appeals shall be required:

- a) if the Single FAMILY dwelling with one Apartment is to be located on a LOT with less than 15,000 square feet in LOT area; or
- b) if the Apartment is to be located within a detached BUILDING located on the same LOT as the BUILDING containing the Principal Unit. Such Special Permit shall only be issued, if the BUILDING in which the Apartment is to be located has been in existence prior to 1950. In granting such Special Permit, the Board of Appeals may authorize an apartment with a GROSS FLOOR AREA of up to 2000 square feet (not including attic or basement areas) and with up to three (3) bedrooms, provided that the detached secondary BUILDING in which the Apartment is to be located has not been and shall not be expanded or enlarged after July 1st, 1991. A LOT containing a BUILDING with a Principal Unit and an Apartment within a detached BUILDING shall not be further divided resulting in the separation of the Principal Unit and the Apartment, unless both resulting LOTS and the BUILDINGS thereon meet all minimum area, FRONTAGE, width and yard requirements of the applicable zoning district.

3.3.2.10

No Apartment permitted under this Section shall be constructed and occupied without Building and Occupancy Permits issued by the Building Commissioner.

D. In Section 6.3.3.a) add the following text after DWELLING UNIT:

" , except for an Apartment as defined in Section 3.3.2."

or take any other action relative thereto.

MOTION: MR. CARNAHAM moves that the Town vote to amend the Zoning Bylaw, as set forth in the warrant.

MOTION CARRIES UNANIMOUSLY

ARTICLE 5 ANIMALS/LIVESTOCK (Requires 2/3 vote)

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

Delete Section 3.2.1 in its entirety and replace with the following new Section 3.2.1:

- 3.2.1 Agriculture - Cultivating, harvesting and storing crops including the storage of necessary farm equipment on parcels of less than five acres. The boarding, keeping or raising of livestock on parcels of more than five acres; except that the boarding, keeping and raising of not more than one horse, goat or sheep, plus its offspring up to one year of age, shall be permitted on parcels of two acres or larger.

or take any other action relative thereto.

MOTION: MR. SHUPERT moves that the Town vote to amend the Zoning Bylaw, as set forth in the warrant.

MOTION CARRIES UNANIMOUSLY

ARTICLE 6 CHILD CARE
(Requires 2/3 Vote)

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

A. Delete Section 1.3.8 and replace with new Section 1.3.8 as follows:

- 1.3.8. FLOOR AREA, NET: The total of all floor areas of a BUILDING including basement and other storage areas, but not including stairways, elevator wells, rest rooms, common hallways and BUILDING service areas, and not including areas used for a Child Care Facility as defined in Section 3.4.6 of this Bylaw provided that such Child Care Facility is accessory to a PRINCIPAL USE located in the same BUILDING or on the same LOT.

B. Amend section and line 3.4.6 of the Table of Principal Uses in Section 3, to rename "Daycare" to "Child Care Facility", to eliminate all references to notes or footnotes at the bottom of the table. Eliminate footnote (2) (renumbered to footnote (3) in a previous article of this warrant) from the notes below the Table of Principal Uses and re-number the balance of these notes accordingly.

C. Delete Section 3.4.6 (use definition) in its entirety and replace with the following:

- 3.4.6 Child Care Facility - A day care or school age child care center or program as defined in Massachusetts General Law, Chapter 40A.

D. Insert new Section 3.8.4.5 as follows:

"A Family Day Care Home as defined in the Massachusetts General Law, Chapter 40A, if such Family Day Care Home is accessory to a residential USE."

E. Insert new Section 5.3.9 as follows:

- 5.3.9 Child Care Facilities in Residential Districts - In addition to the standards set forth in the Table of Standard Dimensional Regulations, the following standards shall apply to child care facilities located in Residential Districts:

Minimum OPEN SPACE not including outdoor play areas	35 percent;
Maximum FLOOR AREA RATIO	0.10;
Maximum NET FLOOR AREA square feet;	3000
Maximum number of children present at any one time	25.

F. In Section 6.3.3 k), change "Daycare" and "daycare facility" to "Child Care Facility".

G. In Section 9A.7.1, Sub-section 3.4.6, change the words "Day Care" to "Child Care Facility".

or take any other action relative thereto.

MOTION: MRS. GIORGIO moves that the Town vote to amend the Zoning Bylaw, as set forth in the warrant.

MOTION CARRIES UNANIMOUSLY

ARTICLE 7* GROUNDWATER
(Requires 2/3 Vote)

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

A. Delete Section 4.3.3.9 in its entirety and replace with new Section 4.3.3.9 as follows:

- 4.3.3.9 MAXIMUM GROUNDWATER ELEVATION — The height of the GROUNDWATER table when it is at its maximum level or elevation. This level is usually reached during the months of December through April. Determination of the MAXIMUM GROUNDWATER ELEVATION shall be made based upon the historical high GROUNDWATER table as determined by the United States Geological Survey (USGS), Acton Board of Health records, data from monitoring wells or other adequate field testing, whichever indicates the highest elevation. Where applicable, the determination of the MAXIMUM GROUNDWATER ELEVATION shall be made with the additional assumption that any well, which during pumping would draw down the GROUNDWATER table at the site, is not operating and that the GROUNDWATER table is leveled off to its natural state.

B. Amend Table 4.3.7.2 - USE Regulations within the GROUNDWATER Protection District, item 1., by adding after the words "disposal facility" the following:

"landfilling of sludge and septage, storage of sludge and septage except for municipal USES as defined in Section 3.4.1 of this Bylaw associated with the provision of public sewer services"

C. Amend Table 4.3.7.2 - USE Regulations within the GROUNDWATER Protection District, item 2., by adding after the word "Bylaw" the following:

"associated with the provision of public water and sewer services"

D. Amend Table 4.3.7.2 - USE Regulations within the GROUNDWATER Protection District, item 13., by adding the words "animal manure, soil conditioner" after the word "fertilizer".

or take any other action relative thereto.

CONSENT MOTION: MR. LAKE moves that the Zoning Bylaws be amended as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 8* HOUSEKEEPING

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

- A. Amend Section 2.1 by adding the words "AFFORDABLE HOUSING OVERLAY DISTRICT" after "GROUNDWATER PROTECTION DISTRICT GPD".
- B. Amend Section 6.8.7.1 by deleting the word "island" from the second line.

or take any other action relative thereto.

CONSENT MOTION: MR. LAKE moves that the Zoning Bylaws be amended as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

ARTICLE 9 PCRC (Requires 2/3 Vote)

To see if the Town will vote to amend the Acton Zoning Bylaw by deleting Section 9 in its entirety and replacing it with new section 9 as follows:

SECTION 9 PLANNED CONSERVATION RESIDENTIAL COMMUNITY (PCRC)

- 9.1 **Purpose** — The purpose of the Planned Conservation Residential Community is to allow residential development which encourages:
- 1) the preservation of significant land and water resources and natural areas in the Town;
 - 2) the preservation of significant historic or archeological resources and areas;
 - 3) the maintenance of Acton's New England town character as a suburban residential community, while encouraging a greater mixture of housing types and more energy efficient and cost effective residential development; and
 - 4) the development of land in harmony with its natural features, the existing and probable future USE of adjacent land, and consistent with the objectives of the Zoning Bylaw.
- 9.2 **Special Permit** — The Planning Board may grant a special permit for the development and construction of a PCRC on all land and parcels previously incorporated into a PCRC zoning district, as well as in the R-2, R-4, R-8/4, R-8, R-10/8 and R-10 Districts in accordance with this Section and MGL Ch.40A, s.9.
- 9.3 **Contents of Applications for a PCRC Special Permit** — The application for a PCRC Special Permit shall be accompanied by a "PCRC Site Plan", showing the information required by the Rules and Regulations for PCRCs. The information shall include but not be limited to: the topography; soil characteristics as shown on the Soil Conservation Service Maps; wetlands as defined by M.G.L. Chapter 131, Section 40; Flood Plain boundary lines; existing types of vegetation; any other unique natural, historical, archeological, and aesthetic resources; the proposed layout of the LOTS; proposed locations of DWELLING UNITS and accessory BUILDINGS; the proposed diversity and cost range for the DWELLING UNITS; dimensions, STREETS, garages, driveways, wells, utilities, wastewater disposal systems; the proposed finished grades of the land; the proposed vegetation and landscaping including where existing vegetation is retained; proposed features designed for energy and water conservation and pollution control; the proposed layout and land use plan of the Common Land in the PCRC; the proposed form of ownership of the Common Land and any improvements proposed thereon.

9.4

Procedural Requirements — If the PCRC requires approval under the Subdivision Control Law, M.G.L., Chapter 41, the "PCRC Site Plan" shall contain a plan in the form and with the contents required of a Definitive Subdivision Plan by the Acton Subdivision Rules and Regulations. The applications for a PCRC Special Permit and for approval of a Definitive Subdivision Plan shall be filed concurrently. To the extent permitted by law, the Planning Board shall consider both applications at the same time.

9.5

Planning Board Action — In evaluating the proposed PCRC, the Planning Board shall consider the general purpose and objectives of this Bylaw; the existing and probable future development of surrounding areas; the appropriateness of the proposed layout of STREETS, ways, LOTS and STRUCTURES; the proposed layout and USE of the Common Land in relation to the proposed DWELLING UNITS in the PCRC, the topography, soils and other characteristics and resources of the TRACT OF LAND in question. The Planning Board may grant a special permit for a PCRC if it finds that the PCRC:

- a) complies in all respects to the applicable requirements of this Bylaw and enhances the purpose and intent of Planned Conservation Residential Community Development,
- b) is in harmony with the existing and probable future USES of the area and with the character of the surrounding area and neighborhood, and
- c) complies with the requirements of Section 10.3.5.

The Planning Board may require changes to the "PCRC Site Plan" and impose additional conditions, safeguards and limitations as it deems necessary to secure the objectives of this Bylaw, including without limitation, any conditions, safeguards or limitations listed in Section 10.3.6.

9.6 Standards for PCRCs

- 9.6.1 **Permitted USES** — Permitted USES in a PCRC shall be any USE permitted in the underlying Zoning District, as well as ACCESSORY USES typically associated with residential USES, owned and operated by the owner of the PCRC or the residents within the PCRC, such as building and grounds maintenance facilities, wastewater disposal facilities, recreation facilities, or club houses.
- 9.6.2 **Area and Dimensional Regulations:**
- 9.6.2.1 **PCRC Site Area** — The TRACT OF LAND for a PCRC must contain a minimum area of 8 acres.
 - 9.6.2.2 **Setback Requirements** — There shall be no minimum LOT area, FRONTAGE, LOT width or yard requirements within a PCRC provided, however, that the Planning Board may impose appropriate conditions on the location of BUILDINGS and STRUCTURES. No residential BUILDING shall be located within 15 feet of a public way, private way, or common drive, or within 30 feet of the boundary line of the PCRC or the Common Land and the minimum distance between residential BUILDINGS within the Planned Conservation Residential Community shall be 20 feet. The Planning Board may require larger setbacks and distances, and it may permit smaller setbacks and distances if it finds that such smaller setbacks will not detract from the purpose and intent of a PCRC.
 - 9.6.2.3 **Number of DWELLING UNITS** — The maximum number of DWELLING UNITS permitted in a PCRC shall be:

- a) In the R-2 District: 1 DWELLING UNIT per 20,000 square feet of area of the TRACT OF LAND on which the PCRC is located, including the Common Land.
- b) In the R-4 and R-8/4 Districts: 1 DWELLING UNIT per 40,000 square feet of area of the TRACT OF LAND on which the PCRC is located, including the Common Land.
- c) In the R-8 and R-10/8 Districts: 1 DWELLING UNIT per 80,000 square feet of area of the TRACT OF LAND on which the PCRC is located, including the Common Land.
- d) In the R-10 District: 1 DWELLING UNIT per 100,000 square feet of area of the TRACT OF LAND on which the PCRC is located, including the Common Land.
- e) In the AFFORDABLE Housing Overlay District — Sub-Districts A and B: The number of DWELLING UNITS may be increased pursuant to the formulas provided in Section 4.4.3.1 and subject to the requirements of Sections 4.4.5, 4.4.6, 4.4.7, 4.4.8 and 4.4.9. The inclusion of AFFORDABLE DWELLING UNITS in compliance with the above referenced Sections of this Bylaw shall be authorized under a Special Permit for a PCRC.

9.6.2.4 BUILDING Requirements — There shall be no more than four DWELLING UNITS, plus two garage spaces per DWELLING UNIT, in any residential BUILDING. The overall length of any residential BUILDING shall not exceed 200 feet. Each DWELLING UNIT shall have two separate exterior entrances at ground level.

9.6.2.5 Parking Requirements — A minimum of 2 parking spaces per DWELLING UNIT including garages shall be provided.

9.6.2.6 Stormwater Runoff — The peak rate of stormwater runoff from a PCRC shall not exceed the rate existing prior to the new construction based on a 10 year design storm.

9.6.3 Common Land Standards:

9.6.3.1 Dimensional Requirements for the Common Land — In a PCRC, at least sixty percent (60%) of the land shall be set aside as Common Land for the use of the PCRC residents or the general public. The following additional requirements shall apply:

- a) The minimum required area of the Common Land shall not contain a greater percentage of wetlands, as defined in M.G.L. Chapter 131, Section 40, than the percentage of wetlands found in the overall TRACT OF LAND on which the PCRC is located.
- b) Common Land shall be planned as large, contiguous parcels whenever possible. Strips or narrow parcels of Common Land shall be permitted only when necessary for ACCESS, or if the Planning Board finds that a vegetated buffer strip along the site's perimeter is appropriate and consistent with the purpose and intent of PCRC development. Common Land may be set aside in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated USES.

- c) If the TRACT OF LAND abuts adjacent Common Land or undeveloped LOTS, the Common Land shall be connected with such adjacent Common Land and with such undeveloped abutting LOTS.
- d) The Common Land shall include adequate upland ACCESS from a way or STREET, at least 40 feet wide.

9.6.3.2

USE of the Common Land — The Common Land shall be dedicated and used for conservation, historic preservation and education, outdoor education, recreation, park purposes, agriculture, horticulture, forestry, or for a combination of those USES. No other USES shall be allowed in the Common Land, except as provided for herein:

- a) The proposed USE of the Common Land shall be specified on a Land Use Plan and appropriate dedications and restrictions shall be part of the deed to the Common Land. The Planning Board shall have the authority to approve or disapprove particular USES proposed for the Common Land in order to enhance the specific purposes of PCRC Development.
- b) The Common Land shall remain unbuilt upon, provided that an overall maximum of five (5) percent of such land may be subject to pavement and STRUCTURES accessory to the dedicated USE or USES of the Common Land.
- c) In addition, a portion of the Common Land may also be used for the construction of leaching areas, if associated with septic disposal systems serving the PCRC, and if such USE, in the opinion of the Planning Board, enhances the specific purpose of PCRC Development and promotes better overall site planning. Septic disposal easements shall be no larger than reasonably necessary. If any portion of the Common Land is used for the purpose of such leaching areas, the Planning Board shall require adequate assurances and covenants that such facilities shall be maintained by the LOT owners within the PCRC.
- d) In addition, a portion of the Common Land may also be used for ways serving as pedestrian walks, bicycle paths, and emergency access or egress to the PCRC or adjacent land, if such a USE, in the opinion of the Planning Board, enhances the general purpose of this Bylaw and enhances better site and community planning, and if the Planning Board finds that adequate assurances and covenants exist, to ensure proper maintenance of such facilities by the owner of the Common Land.

9.6.3.3

Ownership of the Common Land - The Common Land shall be conveyed in whole or in part to the Town of Acton and accepted by it, or to a non-profit organization, the principal purpose of which is the conservation of open space and/or any of the purposes and USES to which the Common Land may be dedicated. The Common Land may also be conveyed to a corporation or trust owned or to be

owned by the owners of DWELLING UNITS within the PCRC. The Planning Board shall approve the form of ownership of the Common Land. If the Common Land or any portion thereof is not conveyed to the Town of Acton, a perpetual restriction, approved by the Planning Board and enforceable by the Town of Acton, shall be imposed on the USE of such land, providing in substance that the land be kept in its open or natural state and that the land shall not be built upon or developed or used except in accordance with the provisions of a PCRC as set forth herein and, if applicable, as further specified in the decision of the Planning Board governing the individual PCRC. The proposed ownership of all Common Land shall be shown on the Land Use Plan for the PCRC. At the time of its conveyance, the Common Land shall be free of all encumbrances, mortgages, tax liens or other claims, except as to easements, restrictions and encumbrances required or permitted by this Bylaw.

9.7 STREETS, Utilities and Lighting - Whether or not the Planned Conservation Residential Community is a subdivision, all STREETS and ways whether public or private, wastewater disposal and drainage facilities and utilities shall be designed and constructed in compliance with the Town of Acton Subdivision Rules and Regulations, as amended. Special exception(s) to the Subdivision Rules and Regulations may be authorized by the Planning Board in granting a special permit hereunder provided the Board determines such exception(s) is in the public interest and is not inconsistent with the purposes of Section 9.1. The Planning Board may impose appropriate standards for all outdoor lighting within a PCRC.

9.8 Revisions and Amendments of "PCRC Site Plans" - Any change in the layout of STREETS and ways, in the configuration of the Common Land, in the ownership or USE of the Common Land, or any other change which, in the opinion of the Building Commissioner, would significantly alter the character of the PCRC, shall require the written approval of the Planning Board. The Planning Board may, upon its own determination, require a new special permit and hold a public hearing pursuant to Section 10.3 of this Bylaw, if it finds that the proposed changes are substantial in nature and of public concern.

9.9 Previously Approved PCRC Developments - Nothing herein shall be construed to prevent the orderly completion of any PCRC development previously approved in whole or in part within a PCRC Zoning District. The PCRC Zoning District shall remain in effect where previously established, and any PCRC development within such district shall be subject to the Zoning Bylaw in effect at the time when the applicable portion of such district was established. However, the Planning Board may authorize BUILDING setbacks, BUILDING dimensions and arrangement of garages in accordance with Sections 9.6.2.2 and 9.6.2.4 of this Bylaw.

or take any other action relative thereto.

MOTION: MR. NIEMYSKI moves that the Town vote to amend the Zoning Bylaw, as set forth in the warrant.

MOTION CARRIES UNANIMOUSLY

The following article was "Held" and not passed as a Consent Motion.

ARTICLE 10 SIDEWALKS
(Requires 2/3 Vote)

To see if the Town will vote to amend the Acton Zoning Bylaw as follows:

Add new section 10.3.6.9 as follows:

10.3.6.9 Installation of sidewalks along the entire FRONT-AGE of a LOT and of other walkways and paths as it deems necessary to accommodate the safe movement of pedestrians and bicyclists. Such a sidewalk or other walkways or paths may be located on the LOT or within the layout of the STREET and shall be designed to connect with existing sidewalks on adjacent LOTS, if any. Sidewalks, walkways or paths shall be designed and constructed according to standards established in the Town of Acton Subdivision Rules and Regulations, except when otherwise approved by the Special Permit Granting Authority.

or take any other action relative thereto.

MOTION: MR. HILL moves that the Zoning Bylaws be amended as set forth in the Article.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 11 USE OF FUNDS TO REDUCE THE TAX RATE

To see if the Town will determine an amount of Free Cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1991, or take any other action relative thereto.

MOTION: MRS. TAVERNIER moves that no action be taken.

MOTION CARRIES UNANIMOUSLY

ARTICLE 12* HURRICANE APPROPRIATION

To see if the Town will vote to accept from the Federal Government reimbursement for costs incurred as a result of Hurricane Bob; or take any other action relative thereto.

MOTION: MR. LAKE moves that the Town accept the reimbursement from the Federal Government and that such amount be used to reimburse the Municipal Services line item of the Town's budget.

CONSENT MOTION CARRIES UNANIMOUSLY

At 8:40 P.M. Mr. Lake moved to adjourn the special town meeting.

MOTION CARRIES UNANIMOUSLY

*Denotes placement on the Consent Calendar, see Consent motions appearing on first page.

THE NUMBER OF VOTERS CHECKED IN TO THIS MEETING WAS 124

Tellers at the Special Town Meeting were Tony Ammendolia, Ann Chang, Belle Choate, Elsa Collins, Craig Fingerman, Eldon Fisher, Bill Gately, Tom Geagan, Moe Joyal, Charles Kadlec, Jack Ormsbee, Bea Perkins, Paul Poppert, Bill Reich, Kay Reich, Ray Shamei, Bill Smith, Norm Veenstra, Patty Ward and Betsy Wilson.

EDUCATION REPORTS

SCHOOL COMMITTEE

FINANCIAL CONSIDERATIONS

A fundamental objective of the Acton and Acton-Boxborough Schools' budget process has been and continues to be to manage the school systems' financial pressures, rather than be managed by them. However, in the 1990-91 school year, the schools faced a watershed more worrisome than any encountered in the past ten years.

Even though it appeared that the slope was steeper and the cliff closer than it was ten years ago, the budgets proposed retained the stature of our academic and extracurricular programs, reflected prudent financial planning, exemplified creative and sound management of our resources and were consistent with the Acton Coordinating Committee's FY'92 budget guidelines.

Increases in the cost of health care, special education tuition and utilities combined with decreases in revenue were matters of considerable concern. State aid to cities and towns (including schools) were cut the past two years and continues to be a threat for succeeding years. Local revenue was down due to a decline in "new growth" and significant decreases in excise tax income. For the 1990-91 school year, we did not operate in a crisis mode. Further significant reductions of revenue, however, would have required significant adjustments in our schools' programs.

As has been true the past two years, two separate budgets were prepared for the Acton-Boxborough Regional School District and the Acton Public School System. The FY'92 "A" budget anticipated the need for a \$1.2 million override in the town of Acton, as well as frozen salary accounts and level funding of state aid - goals which were obtained. Specifically, the increases in the regional and local budgets (FY'92 over FY'91) were 3.4% and 4.2% respectively.

Among the monetary factors which put a great strain on our ability to maintain existing programs were:

- 1) an increase in health insurance costs (\$386,545);
- 2) an increase in utility costs (\$163,531); and
- 3) an increase in special education tuition and transportation costs (\$181,909).

The continued strong support of our extracurricular programs by citizens of Acton and Boxborough through the Acton-Boxborough Student Activity Fund (\$60,000) helped to offset increases in these programs.

Practically speaking, at the local level, additional effective creative revenue measures appeared to be non-existent except for K-12 regionalization with Maynard which was defeated by Acton voters. Realistically, the need to provide more equal educational opportunities for young people in Massachusetts will probably mean less money in the future from the state for communities such as ours and more money for the less affluent towns and cities of the Commonwealth. Thus, it does appear that the citizens of Acton and Boxborough are going to have to shoulder a larger portion of the cost of our schools if we are to maintain the programs and level of services to which we are accustomed.

Finally, the quest for excellence requires perseverance, vision and financial resources to pursue the options before us. Acton and Acton-Boxborough are committed to this effort, and we are confident that you share in this commitment as well. An excellent school system requires an outstanding faculty, dedicated students, committed school committee members and a supportive community. Above all, a strong school community is imbued with a tremendous spirit - a spirit which is simultaneously cohesive and inspirational.

ENROLLMENT

The elementary school enrollment from October 1, 1990 to October 1, 1991 has increased from 1668 to 1800 (+132). Tuition students (now "school choice") have increased from 14 to 31 (+17). Kindergarten enrollment continues to increase significantly with an additional 30 children over last years' class. In fact, kindergarten enrollment is up nearly 150% since 1986 (201 to 296 in five years). The Junior High School enrollment has grown from 586 to 599 (+13) during this period with an increase of 19 (6 to 25) tuition students. The High School numbers have gone from 1079 to 1123 (+44) with 64 tuition students, up from 35 (+29) a year ago.

PERSONNEL

The Acton Public and Acton-Boxborough Regional staff continue to be involved in a variety of college and in-service courses and workshops, which stimulate professional growth. Internally, the elementary staff is focusing on Developmental Education with a very active staff steering committee and Jinni Chalmers helping as a consultant. A committed group of teachers (primarily at the Junior High) continue to collaborate and grow while studying the "Centered Teacher". Another group of Regional staff are working with Kathleen Butler who is leading a series of in-service workshops on "Learning and Teaching Style". The entire staff was stimulated during the Professional Day in October by some outside consultants and in-house staff discussing ways to better understand and work with students.

FACULTY EXTERNSHIP PROGRAM

The Faculty Externship Program, established in June, 1988, provided placements for the 1990-91 school year in business for three faculty members: David Curren at MIT - Lincoln Laboratory, Emma Catalini at W.R. Grace and Co. and Claudia Abramson at D.C. Health. Participants salaries and benefits are paid by the companies and their seniority associated with public school employment is maintained during their business placements. The teachers received practical experience in management strategies which can support school-based restructuring and improvement, a greater insight into workplace skills expected of public school graduates, opportunities to refine their own content area knowledge and teaching skills and experienced an accelerated professional growth. The personal contacts of the externs have strengthened developing school-community partnerships as well as providing impetus for the establishment of new ones. The 1991-92 school year finds three more faculty members out on externships - Anne Smith, Frances Boyle and Melanie Appelle.

PUPIL SERVICES

The following reflect new activities and developments in the Pupil Services areas:

- The high school Student Assistance Program has entered its second year of operation. The Team consists of teachers, a counselor, school psychologist, school nurse, health educator, and a community liaison. The program goals include: to identify students with significant learning, emotional or health and safety problems; to assist troubled students by referring them to appropriate resources within the school and in the community at large; and to offer continued support to students and parents.
- Following a site visit by a team representing the American Speech, Language, and Hearing Association (ASHA), the Speech and Language Department was awarded accreditation by the Professional Services Board of ASHA for five years, commencing April 1, 1991. The program was commended for exceeding published, stringent national standards in many respects and for achievements in areas such as: excellent qualifications and dedication of the staff; management and leadership skills; effective organizational structure and open communication among staff; excellent visibility of staff and administrative support received by the program; mentoring system for new employees; and ongoing attention by staff to develop and achieve programmatic goals and objectives.
- Health Department staff have distributed and introduced to school personnel a revised comprehensive Health Procedures Manual. Health and safety training activities for elementary school office staff, lunch and recess aides, and other interested individuals are being scheduled.

- Chapter I services at the regional level have been expanded to include a program of study skills at the senior high school. Based on a needs assessment, a mini studies skill course will be presented along with individualized assistance for students identified in specific courses.
- The Special Education Departments (elementary and secondary) have been involved in piloting a range of integration opportunities for students with special education needs, including co-teaching models, individual and small group support within classrooms, and expanded opportunities for teacher collaboration. Professional development activities have focused on the topic of integration via in-service programs and teacher meetings, as well as opportunities to visit other school systems and attend area workshops. In October, the theme of the system-wide professional day, "Meeting the Needs of All Students", was well-received.

FACILITIES AND TRANSPORTATION

In addition to the usual maintenance projects, necessary gas services were installed (manpower supplied by Boston Gas, the Acton Highway Department and school staff) as the first step in another cost savings energy project, and major renovations were made to the high school pool area. The contract for the first phase of the Energy Project, conversion of the schools' boilers from oil to gas, was awarded to George T. Wilkinson, Inc. This portion of the energy project will be completed and totally operational by early 1992.

SUMMER SCHOOL

The Summer School completed its courses in August. Enrollment declined somewhat in 1991 although over 190 students were enrolled in courses for grades K-12. Ninety of the students attended for enrichment purposes. Thirteen teaching interns from the UMASS/MESTEP program were hosted by the program, three of which are teaching in Regional Schools this year.

THE VISUAL ARTS

The Visual Art Department sponsored a variety of exciting events this past year. At both the elementary and secondary levels, students had an opportunity to work with visiting artists, attend fine art museums and participate in an impressive arts festival. Additional enrichment opportunities provided at the secondary level included after school art clubs, "Art All State", and selective acceptance in advanced courses offered at Boston University, The Museum of Fine Arts and Massachusetts College of Art. They also participated in competitive events such as the Senior Creativity Contest and The Boston Globe Scholastic Art Award Contest. This past year, a significant number of students received high awards and recognition in these competitive events.

CURRICULUM AND STAFF DEVELOPMENT

Several Research and Development Projects were completed during the summer including:

Eileen Sullivan, Jennie Johnson, Virginia LoDuca, Geraldine Healy, Marcia Fitzgerald, Sylvia Nelson and Pat Terris reviewed a fourth grade experimental social studies unit to evaluate their efforts and to collaborate on the design of the program.

Rosemary Dow, Loanne Keene, Timothy Nolan and Whitney Davis developed interdisciplinary lessons integrating math and art, math and science, and math and social studies at the Junior High.

Sue Ann Thyng and Liz Mackay developed the Studio Art Curriculum into a two-semester prerequisite course; advanced studio drawing and painting curriculum was augmented; and computer graphics curriculum was developed for the junior high school students.

Bill Noeth, Bob Mahoney, George Munroe, Paul Yansak, Niki Velej, Dan Dion and Emma Catalini analyzed the course content of average and above average mathematics curricula and investigated software that can be run on the NEC computers and effectively used in high school mathematics classes.

Joean Doherty, Maria Vallier, Marjorie Tessier and Pamela Knapp completed a foreign language project in which proficiency guidelines were written for reading, writing, listening, speaking and cultural awareness for grades 7-12.

Nancy Cohen, Dan Madden, Helen Rhodes, Carlene Phillips, Joe Marashio, Kathy Bowen, Mark Smith and Jacalyn Starr participated in a workshop to formalize materials and procedures for the newly formed Student Assistance Team at the High School.

Donna Carleton and Jane Starr worked together to develop an English curriculum they will co-teach in the fall.

ACTON PUBLIC SCHOOLS

The enrollment in the Acton Public Schools has continued to grow (two kindergarten classes were added this year) and is anticipated to increase until 1995.

All four elementary schools - Conant, Douglas, Gates and McCarthy-Towne have experienced similar highlights this past year. Each has:

- Begun to address its space needs for the coming years.
- A vital parent organization (PTO, PTC, PAC, PTSO) that played an active role in the life of its school. These organizations sponsored numerous assembly programs that enriched their school's cultural and aesthetic life with

musicians, story tellers, and other performers. The parent groups raised funds for school-wide projects, provided volunteers for many in-and-out-of-class activities, tasks and services, and staffed the "Safe Arrival" hotlines. The parent groups also sponsored school newsletters, ice cream socials and welcomed newcomers in some way.

- A number of whole school events such as an orientation program for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day Program in the spring.
- A faculty who had students use computers in their classrooms as well as at the Merriam School computer lab. Computers were used by students in the writing/composing process, as a way to enrich or extend learning in various curricular areas and to strengthen their learning of concepts and practice of skills.
- A faculty who encouraged students to be actors, singers, and musicians in a variety of performance settings. A large number of students in grades five and six of each school participated in the instrumental band.
- A faculty who participated in professional development through one or more of these activities: pursuing formal course work, being involved in systemwide curriculum and instruction review and improvement projects, participating in the system's professional development day, and attending professional conferences and workshops. In addition, many faculty in each school worked with student teachers. Through their actions, the faculty again showed that they are truly committed to the concept of being "life long learners".
- Physical education Project Challenge (a.k.a. Project Adventure) Program throughout the grades and some sort of activity/field/games day in the spring.
- Enrolled a few students from surrounding communities who are participating in the School Choice Program.
- A reception or event of some sort to celebrate and honor the parents and volunteers who assisted each school during the school year.

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT JUNIOR HIGH SCHOOL

The opening of school in September, 1991 saw R.J. Grey's enrollment jump to 599 students with the addition of 25 students from surrounding communities enrolled under the School Choice Law passed by the Legislature in August. These new students have been fully integrated into the school community with all its challenges and opportunities.

Some of these opportunities included students being involved in activities that helped them to understand and appreciate those around them. The Student Council sponsored "Appreciation Days" for teachers, custodians, cafeteria workers, and administrators along with a "Student Appreciation Day" when fellow students were honored for their participation in events at school. Their caring and concern was also expressed by sponsoring a clothing drive, a food drive where over 3,000 cans were collected and several events that were designed to raise money for charitable organizations.

Another activity that should be highlighted was the very successful Foreign Language Week that offered a variety of events, displays and contests that helped students and staff alike have a deeper appreciation of the world about them. The students watched a war on television, and rapid changes in world affairs have also given them a different perspective of their world.

On the scholastic front, our students continued to excel. Several were honored for their outstanding contribution in art (Boston Globe Art Awards) and music (Junior District). In the National French Contest, one-third of the winners from this region were R.J. Grey students; similar results were obtained in the National Spanish Contest.

Miss Cindy Patton, teacher of science, was named a recipient of the Heroes in American Education Award sponsored by Readers Digest. Miss Patton was awarded \$500 and the school \$2,000, which was used to improve instruction.

SENIOR HIGH SCHOOL

In view of the changes in administration and the School Committee hearings, which followed the completion of the ten-year evaluation and report of the NEASC Visiting Committee, it would be easy to lose sight of the many positive aspects of that evaluation. ABRHS was once again accredited and the Visiting Committee report contains many commendations on all facets of the school - physical plant, philosophy, curriculum, services and student activities.

The appointment last July of an interim Administrator in Charge of the High School and the subsequent filling of the second Vice Principal vacancy, initiated a period of transition, and hopefully, healing and revitalization. A primary focus for administration and staff during the past six months has been on communication and the development of positive professional relationships in an atmosphere of openness, consideration and trust. Another has been an increased faculty involvement in planning and decision-making, with regard first to the establishment of immediate and longer term goals for the school.

Through the long period of tension and anxiety, faculty and staff have maintained a positive learning environment, and provided challenging learning experiences for our students. Student achievements, in turn, have continued to be noteworthy, as in the past. Among them were the following:

- **Post Secondary Education** — Of the 258 members of the Class of 1991, 242 (94%) planned to go on to colleges and specialized schools. This is the highest percentage on record at Acton-Boxborough. Graduates will be attending schools and colleges in 25 different states, the District of Columbia and in Ireland.
- **Standardized Test Results** — Average SAT scores for 1991 seniors again exceeded those of state and national populations. This is a significant since 98% of AB students take the SAT's compared to the state average of 72% and the national average of 40% taking the test.

Seniors scored an average of 551 on all achievement tests of the CEEB as compared with a state average of 521 and a national average of 547. 57% of our graduates take at least one achievement test while only about 8% nationally do so.

1991 seniors averaged 3.87 on the Advanced Placement Examinations vs. 3.06 nationally; 88% qualified for college credit vs. 66% nationally; 32% had the highest possible score vs. 12% nationally.

- **National Merit Scholarship Corporation** — Six members of the Class of 1991 achieved semi-finalist recognition. Twenty-six others received Letters of Commendation.
- **National Honor Society** — Eighty-two members of the current senior class (29%) have distinguished themselves by entrance into the National Honor Society.
- **National Foreign Language Honor Societies** — In 1991 thirty-five ABRHS students distinguished themselves by qualifying for membership in local chapters of the National French, Spanish, Latin, or Russian Honor Societies.
- **Academic Decathlon Team** — In its second year this team achieved second place in the state at the Finals Competition in the spring of 1991. It took first place in the fall of 1991 preliminary round. The team won 19 individual medals, including that for overall state high scoring, won by Brian Kumnick. Thirty-nine students, representing all grade-point averages, are on the team.
- **Mathematics Team** — In the 1990-91 school year, this team finished third in state-wide competition. Five students, Jason Breslau, Patrick Neschleba, Benjamin Scarlett, Stacie Mitsis and Brian Kumnick - were finalists in the October, 1991 Math Olympiad exam.
- **Science Team** — The 1990-91 team was fourth in the West Suburban League (14 teams) and seventh in the state Science Olympiad.

- **Sports** - The ABRHS athletic program continues to be ranked in the top five in Massachusetts. With over 700 participants, the 1990-91 fall, winter and spring teams placed second in Division II in the Boston Globe Dalton Trophy rankings. Of particular note were the State Championships achieved by the Boys Swim and Boys Gymnastics teams. The Boys Basketball team also reached the state final game at Boston Garden. A Dual County League Sportsmanship award was given to all the spring teams. This fall the girls Swim Team achieved Dual County North Sectional and State Championship status and the Boys Soccer Team was Dual County League Champion. Boys and Girls Soccer, Girls Field Hockey and Girls Swim were tournament qualifying teams.
- **Music and Performing Arts** — The Speech and Debate Team were state champions in 1990-1991. The drama club, Proscenium Circus, was represented in the state play competition in 1991. Six students performed in the Mass. All State Music Festival. The Jazz Band received an Outstanding Band Award and four of its members received Outstanding Soloist Awards.

Finally, for the benefit of all students, efforts have begun to automate the catalog, circulation and inventory of the school library. Thanks to funds donated by the Friends of the Acton Libraries, an automated periodical index will be purchased very soon.

COMMUNITY EDUCATION

The Acton-Boxborough Community Education Program publishes four catalogues per year listing a wide variety of courses and programs for children, teens and adults. Included are classes in music, dance, art, crafts, languages, business, computers, self-awareness and more. During 1991, 8,500 persons enrolled in the more than 700 classes offered. Boston University and Middlesex Community College offered undergraduate and graduate level courses through Community Education during the fall and spring semesters.

Since 1986, Community Education has conducted all recreation programs for the town of Acton. Included are the Pool and Fieldhouse Program at ABRHS, a Summer Playground Program, Youth Basketball League, Summer Day Camp, sports clinic, coaching clinics, swim lessons, Youth Swim Team, tennis lessons, down-hill and cross-country ski lessons.

The Community Education Pre-School Program serves as the laboratory for the Child Development curriculum at ABRHS. Twenty-one high school juniors and seniors work in the program for academic credit under the direction of the Head Teacher and her assistant. The Pre-School serves 56 three and four year olds each year.

An Extended Day Program for children in grades K-6 is also located at ABRHS. Extended Day provides affordable, high quality before and after school care for 175 Acton school children.

A Pre-Kindergarten Program is offered for children old enough to attend public school kindergarten, but who need an extra year to grow and develop before taking that big step. Pre-Kindergarten, which serves 20 five year olds, is located at the Conant Elementary School.

Community Education also administers the Driver Education Program. This program, begun in the fall of 1990, had an enrollment of 384 students for 1991.

Community Education collaborates with Widening Horizons to provide career planning and job counseling services, and with DIAL (Directions in Adult Learning) to provide English as a Second Language instruction.

Finally, Community Education coordinates the scheduling of school facilities. Groups interested in using school space for meetings, events, etc. should contact the Community Education staff at 264-4700 x5014.

Robert E. Kessler
Superintendent of Schools
on behalf of the School Committee



Picnic benches are purchased or built by Town staff and are distributed throughout the conservation lands. This one is at the North Acton Community Gardens, where thirty five citizens tended garden plots in 1991.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Hosting 24 Russian students and faculty, establishing new biotechnology and automated manufacturing programs and greatly expanding college articulation opportunities for students were among the major projects carried out by Minuteman Tech staff during the past year. Minuteman Tech programs, staff and students again earned state and national recognition for their accomplishments.

The Russians came for two weeks in May, staying at the homes of Minuteman students and staff. They attended classes at Minuteman Tech, did a lot of sight-seeing and endeared themselves to the hearts of all whose lives they touched. International understanding took a giant leap forward. The second half of the exchange will take place in the spring of 1992 when Minuteman Tech staff and students will visit Moscow.

The new Biotechnology Training Program, first of its kind in a Massachusetts high school, was set up with grants from the Bay State Skills Corporation, the State Department of Education and a number of local biotechnology firms who expect to hire program graduates as manufacturing technicians. During its first year, the program is for adults only, but it will be available to high school students in the future.

Current estimates are that approximately 20,000 biotechnology/biomedical jobs will be created in Eastern Massachusetts by 1995. Minuteman Tech staff worked with representatives of such organizations as Genzyme Corporation, Immunogen, Massachusetts Biotechnology Research Institute, Biogen and Zymark Corporation to create the proper mix of academic and technical courses for these career opportunities.

Automated manufacturing using computer control, robots and/or vision devices, and electromechanical systems provide the new foundation for successful industries. Minuteman Tech is the first high school in the U.S. to receive a National Science Foundation grant to set up an automated manufacturing laboratory for high school learning. The 4-year \$150,000 grant has been used to set up a lab which is producing a speech synthesizer previously manufactured by Digital Equipment Corporation as a service to handicapped persons.

This lab and the related math, science and other academic courses in Minuteman's integrated program provide a unique study opportunity for high school students who want to pursue a science or computer engineering major in college or who want to become skilled technician. Raytheon, Polaroid and MIT Lincoln Laboratory are also giving special support to this integrated academic-technical program.

Minuteman Tech is currently expanding its articulation contracts with selected colleges. This will give Minuteman students in some study areas an opportunity to begin college

study in the senior year of high school, in some cases with greatly reduced tuition. Minuteman students will also have opportunities to enroll in community colleges after finishing high school with up to 15 college credits already completed. In addition, Minuteman students will be able to enroll in a private college after two years of community college with the private college tuition lowered to the same rate available in a public university.

These college articulation agreements are made possible, in part, by the comprehensive, up-to-date education Minuteman Tech High school students receive. Equipment and curriculum in all of the school's vocational-technical programs are constantly being updated. For example:

- With funding from a Department of Education grant, computer simulation equipment has been installed to provide automotive students with state-of-the-art training in automotive electronics.
- Printing and Commercial Art have now been merged into a new Graphic Communications Technology program using a new curriculum just developed by the Printing Industries of America. Students are receiving state-of-the-art training in electronic publishing, and they will have the option of being certified by PIA when they successfully complete the program.
- With the help of a donation from the Boston Litho Club, the Graphics program now has a new two color state-of-the-art press. The donation was made to honor the memory of Arlington's Donald Ronchetti.
- Minuteman Tech's Child Care Center just became the first technical high school program in the state to receive accreditation from the National Academy of Early Childhood Programs. The Academy is a division of the National Association for the Education of Young Children, the largest professional organization of early childhood educators.
- State-of-the-art for the hospitality industry means developing programs with an international focus. Minuteman Tech's culinary arts faculty, along with Endicott College and Newton North High school have formed an international academic alliance with the help of a grant from the New England Association of Schools and Colleges. The schools will share resource materials, explore new technologies, and may develop an exchange program.

Minuteman Tech students continue to distinguish themselves in state and national competitions:

- Dominic Marrone of Sudbury also won the Vocational Industrial Clubs of America (VICA) state and national baking championships in the post-secondary division.

- In the state VICA competitions, Minuteman Tech students brought home 15 medals. Five students won state championships. In addition to Dominic Marrone, the other champions are Ethan Briggs of Stow in Cabinetmaking, William Manosh of Stow in Technical Math, Joseph Lepera of Belmont in Auto Body and Brian Healy of Medford in Heating/Ventilation and Air Conditioning.
- Barbara Craddock of Lincoln, who won the VICA national baking championship last year, has been notified that she will receive a full tuition scholarship to Oklahoma State University.
- Retailing senior Kelli Mason of Stow was named one of five outstanding vocational technical students in Massachusetts. She received a trophy and a \$1000 scholarship check.
- Five Minuteman Tech Electromechanical Technology students won awards in the national robotics competition sponsored by the Society of Manufacturing Engineers. Brett Pacewicz of Needham was second in the Pick and Place competition. Benjamin Caras of Stow and Alex Taliadouros of Dracut placed second in the Robot Maze competition. Carlos Aguirre of Weston and Brendan Mostecky of Bolton received Honorable Mention Awards in the Robotics/Automation Work Cell competition.
- Plumbing senior Jennifer Casey of Sudbury demonstrated her academic skills by receiving an award in the Boston Herald's "Writing to Win" scholarship competition. She wrote about an interview she had with a Vietnam veteran at the New England Shelter for Homeless Veterans.
- Minuteman Tech athletes were named to league all-star teams in nine sports: in softball, girls basketball and field hockey — Lisa Baia of Billerica, in softball and field hockey — Danielle Dufromont of Watertown; in baseball — Dan Corey of Arlington; in tennis — Hanna Scheichenost of Belmont, Christina Gentilucci and Pat Harris of Watertown, in girls basketball — Barbara Craddock of Lincoln and Sanda Warburton of Lancaster; in boys basketball — Nick Day of Needham; in hockey and soccer — Ted Brown of Needham; in soccer — Jeersan Urizandi of Acton, Paul Phoung of Lexington, Ryan Whitcomb of Boxboro and Ethan Briggs of Stow; in field hockey — Darlene Hebert of Stow and Jodie Demers of Belmont and in football — Brian Healy of Medford and Brent Davis of Ayer.

Minuteman Tech physical education teacher Ann Marie Gallo, who also coaches field hockey, basketball and softball was one of four coaches in the U.S. to receive a "Coaches Who Care" award from Gatorade. She and the students who nominated her for being their teacher, friend and role model, as well as their coach, appeared in full-page ads in a number of national magazines.

Minuteman Tech School Committee Chairperson Elaine Sweeney of Wayland was one of 13 people selected from a pool of 2500 to provide testimony in Washington, D.C. to a joint Senate and House Committee on Education in connection with the implementation of the Carl D. Perkins Vocational Technical Act of 1990. Recently, she was appointed by President George Bush to serve on the Council of Technology. She is also a member of the Federal Relations Network of the National School Boards Association.

Continuing the fiscal partnership which it has established with the district towns, the Minuteman Tech School Committee for the third year voted to reduce assessments. This year the committee passed along an extra \$340,000 which the district received due to higher than estimated state aid and revenue plus savings realized by delaying a portion of teacher salary costs into the next fiscal year.

John Putnam left the Minuteman Tech School Committee this year after many years of distinguished service as Acton's representative. He is succeeded by Robert Wiltse.

Respectfully submitted,

THE MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL COMMITTEE

Acton - Robert Wiltse (term expires 1994)
 Arlington - John P. Donahue (term expires 1994)
 Belmont - Linda Frizzell (term expires 1992)
 Bolton - Peter Stalker (term expires 1993)
 Boxborough - Kenneth Whitcomb (term expires 1994)
 Carlisle - William Churchill, Secretary (term expires 1994)
 Concord - Lawrence D. Lorah (term expires 1992)
 Dover - Thomas E. Giblin (term expires 1993)
 Lancaster - Fred A. Reed (term expires 1994)
 Lexington - Nyles N. Barnert,
 Vice-Chairperson (term expires 1993)
 Lincoln - Harold A. Levey, Jr. (term expires 1992)
 Needham - Mark Tobin (term expires 1992)
 Stow - Mary E. Cutler (term expires 1993)
 Sudbury - Lawrence Ovia (term expires 1992)
 Wayland - Elaine Sweeney,
 Chairperson (term expires 1993)
 Weston - John M. Tucker (term expires 1993)

MINUTEMAN TECH CLASS OF 1991

Name	Town	Shop
Berlied, Bradford G.	Acton	Horticulture
Brogan, Todd J.	Acton	Auto Body
Curtin, Thomas	Acton	Drafting
Duncan, Douglas	Acton	Carpentry
Fenton, Jason M.	Acton	Carpentry
Glenn, Ronald J. Jr.	Acton	Carpentry
Keeler, Dean C.	Acton	Carpentry
Lander, Christian P.	Acton	Plumbing
McWalter, John	Acton	Electro-Mechanical Technology

79	Transportation	671,367	707,894	708,985	0	0	0	-1,091	-0.15%
80	Cafeteria	8,127	9,675	6,650	0	0	163	3,188	32.95%
81	Operations & Maint.	734,257	689,011	675,968	0	0	1,793	14,836	2.15%
82	Equipment Purchases	224,221	215,904	247,657	0	34,526	0	2,773	1.28%
82	Debt Management	87,975	0	0	0	0	0	0	0.00%
NA	Salaries	5,620,929	5,757,389	5,769,738	0	8,600	58,718	54,969	0.95%
	Total Expenses	9,199,236	9,360,036	9,419,709	0	57,778	138,539	136,644	1.46%
	Excess of Revenues	140,840	0	-39,641	0	57,778	138,539	156,676	1.67%
	Transfer Frm Enterprise	0	0	0	0	0	0	0	0.00%
	Excess Revenues	140,840	9,360,036	-39,641	0	57,778	138,539	156,676	1.67%



Money for this Arboretum shelter was donated by a local girl scout troop in 1991 and the construction was done by a local carpenter and members of the Friends of the Arboretum.

FINANCIAL REPORTS

BOARD OF ASSESSORS

The Board of Assessors' regular meetings are on the first Monday of each month at 5:30 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted forty-eight hours in advance.

Property values were updated for fiscal 1992 to meet state certification requirements. The assessment date for the fiscal year values is January 1, 1991 using 1990 sales data. Sale prices have fallen since the last revaluation of fiscal 1989 and that is reflected in lower assessments.

FISCAL YEAR 1992 VALUATION SUMMARY

Residential	\$1,146,902,050
Commercial	198,021,457
Industrial	85,507,000
Personal Property	20,231,356
Total Taxable Value	\$1,450,661,863

Tax Rate:

RESIDENTIAL
\$16.31

COMM/IND/PP
\$18.43

BOARD OF ASSESSORS

Susan Miller, Chair
Robert Adams
James Kotanchik
Donald Rhude, Alternate

ASSISTANT ASSESSOR

Lela Sorensen



Tom Tidman, Conservation Administrator, leading a walk at the Acton Arboretum. He conducts walks through the conservation lands with each change of season and also leads a series of Community Education Program walks two or three times each year.

TOWN OF ACTON
TRUST FUND
JUNE 30, 1991

REFERENCE NUMBER	NAME	BEGINNING BALANCE 7/1/90	NEW PRINCIPAL	INTEREST INCOME	EXPENDITURE	ENDING BALANCE 6/30/91
T-05	BETSY BALL CHARITY FUND	10,095.26				10,095.26
T-05	BETSY BALL CHARITY INCOME	70,164.66		7,065.63	22,303.90	54,926.39
T-28	VARNUM TUTTLE MEMORIAL FUND	10,000.00				10,000.00
T-28	VARNUM TUTTLE MEMORIAL INCOME	44,401.86		4,810.34	0.00	49,212.20
T-16	ELIZABETH WHITE CHARITY FUND	25,000.00				25,000.00
T-16	ELIZABETH WHITE CHARITY INCOME	21,826.39		4,476.99	9,325.00	16,978.38
T-18	GEORGIA WHITNEY CHARITY FUND	14,073.70				14,073.70
T-18	GEORGIA WHITNEY CHARITY INCOME	5,451.88		1,800.24	0.00	7,252.12
SUBTOTAL		201,013.75		18,153.20	31,628.90	187,538.05
T-3	GEORGE AMES CEMETERY FUND	465.49				465.49
T-3	GEORGE AMES CEMETERY INCOME	682.77		102.64	78.00	707.41
T-4	ARLETTE APPEYARD CEMETERY FUND	2,000.00				2,000.00
T-4	ARLETTE APPEYARD CEMETERY INCOME	3,198.88		467.77	255.00	3,411.65
T-24	BLANCHARD CEMETERY FUND	2,419.24				2,419.24
T-24	BLANCHARD CEMETERY INCOME	4,057.10		576.77	305.00	4,328.87
T-7	A.B. CONANT FAMILY CEMETERY FUND	1,000.00				1,000.00
T-7	A.B. CONANT FAMILY CEMETERY INCOME	2,134.31		282.48	240.00	2,176.79
T-10	DR. ROBERT DAVIS CEMETERY FUND	1,000.00				1,000.00
T-10	DR. ROBERT DAVIS CEMETERY INCOME	2,005.16		270.67	184.00	2,091.83
T-11	MARTHA DESMOND CEMETERY FUND	3,000.00				3,000.00
T-11	MARTHA DESMOND CEMETERY INCOME	5,193.44		726.64	484.00	5,436.08
T-20	FRANK HAYWARD CEMETERY FUND	1,000.00				1,000.00
T-20	FRANK HAYWARD CEMETERY INCOME	4,359.03		475.04	109.00	4,725.07
T-21	HOIT & SCOTT CEMETERY FUND	500.00				500.00
T-21	HOIT & SCOTT CEMETERY INCOME	944.00		129.88	99.00	974.88
T-27	HOSMER CEMETERY FUND	102,283.95				102,238.95
T-27	HOSMER CEMETERY INCOME	121,546.50		20,020.68	14,482.99	127,084.19
T-34	JENKS FAMILY CEMETERY FUND	142,176.26				142,176.26
T-34	JENKS FAMILY CEMETERY INCOME	112,003.50		22,689.26	28,313.70	106,379.06
T-36	ERNEST JONES CEMETERY FUND	1,000.00				1,000.00
T-36	ERNEST JONES CEMETERY INCOME	883.31		169.85	143.00	910.16
T-23	FRANK KNOWLTON CEMETERY FUND	1,000.00				1,000.00
T-23	FRANK KNOWLTON CEMETERY INCOME	1,527.66		227.98	194.00	1,561.64
T-22	MRS. O'NEIL CEMETERY FUND	372.39				372.39
T-22	MRS. O'NEIL CEMETERY INCOME	802.28		103.55	25.00	880.83
T-60	LD PERPETUAL CARE FUND	178,859.92				178,859.92
T-60	LD PERPETUAL CARE INCOME	144,727.22		29,481.50	22,450.00	151,758.72
T-5	NEW PERPETUAL CARE FUND	265,261.00	30,284.00			295,545.00
T-5	NEW PERPETUAL CARE INCOME	47,642.37		26,346.06	19,171.75	54,816.68
T-26	RAYMOND CARE CEMETERY FUND	2,000.00				2,000.00
T-26	RAYMOND CARE CEMETERY INCOME	4,211.49		557.69	440.00	4,329.18
T-25	RAYMOND MONUMENT P.C. FUND	700.00				700.00
T-25	RAYMOND MONUMENT P.C. INCOME	5,208.03		513.19	30.00	5,691.22
T-12	ELBRIDGE ROBBINS & DESC. FUND	1,000.00				1,000.00
T-12	ELDRIDGE ROBBINS & DESC. INCOME	1,468.24		222.53	121.00	1,569.77
T-13	ROBBINS, WOODLAWN CEMETERY FUND	1,500.00				1,500.00

T-13	ROBBINS, WOODLAWN CEMETERY INCOME	2,355.40	346.06	289.00	2,412.46
T-14	CAPTAIN ROBBIN'S CEMETERY FUND	2,500.00			2,500.00
T-14	CAPTAIN ROBBIN'S CEMETERY INCOME	8,512.73	961.88	457.50	9,017.11
T-15	ROBBINS & AMES MEMORIAL FUND	21,210.08			21,210.08
T-15	ROBBINS & AMES MEMORIAL INCOME	62,894.73	7,391.72	4,520.45	65,766.00
T-31	WATSON CEMETERY FUND	2,500.00			2,500.00
T-31	WATSON CEMETERY INCOME	4,258.71	602.20	339.00	4,521.91
T-35	MARY SMITH CEMETERY FUND	2,000.00			2,000.00
T-35	MARY SMITH CEMETERY INCOME	2,147.14	374.22	314.00	2,207.36
T-33	WELLS CEMETERY FUND	3,000.00			3,000.00
T-33	WELLS CEMETERY INCOME	10,955.12	1,223.48	154.00	12,024.60
T-29	WETHERBEE CEMETERY FUND	10,000.00			10,000.00
T-29	WETHERBEE CEMETERY INCOME	48,203.02	5,072.84	443.00	52,832.86
T-19	GEORGIA WHITNEY CEMETERY FUND	1,500.00			1,500.00
T-19	GEORGIA WHITNEY CEMETERY INCOME	1,369.23	259.77	201.50	1,427.50
SUBTOTAL		1,353,494.70	30,824.00	119,596.35	93,843.89
T-01	HIGH SCHOOL LIBRARY FUND	4,000.00			4,000.00
T-01	HIGH SCHOOL LIBRARY INCOME	336.86	395.11	332.11	399.86
T-70	MARK CLAPP MEMORIAL FUND	1,142.00			1,142.00
T-70	MARK CLAPP MEMORIAL INCOME	172.40	118.08	153.95	136.53
T-72	CHARLOTTE CONANT FUND	1,500.00			1,500.00
T-72	CHARLOTTE CONANT INCOME	643.31	197.10	84.72	755.69
T-74	MINNIE DAVIS FUND	336.50			336.50
T-74	MINNIE DAVIS INCOME	180.99	45.41	0.00	226.40
T-76	HIRAM J. HAPGOOD FUND	200.00			200.00
T-76	HIRAM J. HAPGOOD INCOME	573.03	67.22	0.00	640.25
T-78	SUSAN & LUTHER CONANT FUND	1,000.00			1,000.00
T-78	SUSAN & LUTHER CONANT INCOME	3,146.45	359.69	600.00	2,906.14
T-90	KATHERINE M. KINSLEY FUND	9,461.75			9,461.75
T-90	KATHERINE M. KINSLEY INCOME	3,882.99	1,268.89	1,684.75	3,467.13
T-80	MILDRED P. MOORE FUND	2,000.00			2,000.00
T-80	MILDRED P. MOORE INCOME	2,120.00	369.68	0.00	2,489.68
T-82	LIBRARY PLANTER FUND	1,000.00			1,000.00
T-82	LIBRARY PLANTER INCOME	1,341.68	210.73	144.29	1,408.12
T-84	NEWELL B. TAINTER FUND	11,606.54			11,606.54
T-84	NEWELL B. TAINTER INCOME	5,018.98	1,462.35	450.80	6,030.53
T-86	LUKE TUTTLE FUND	200.00			200.00
T-86	LUKE TUTTLE INCOME	623.89	70.85	0.00	694.74
T-17	GEORGIA WHITNEY MEMORIAL FUND	15,000.00			15,000.00
T-17	GEORGIA WHITNEY MEMORIAL INCOME	1,602.52	1,565.91	0.00	3,168.43
T-88	WILLIAM A. WILDE FUND	9,000.00			9,000.00
T-88	WILLIAM A. WILDE INCOME	4,334.42	1,273.44	946.98	4,660.88
SUBTOTAL		80,424.31	7,404.46	4,397.60	83,431.17
T-02	FIREMAN'S RELIEF FUND	9,830.00			9,830.00
T-02	FIREMAN'S RELIEF INCOME	68,760.81	6,817.67	0.00	75,578.48
T-37	ACTON YOUTH PROGRAM FUND	21,074.00			21,074.00
T-37	ACTON YOUTH PROGRAM INCOME	4,525.00	2,366.11	3,082.52	3,808.59
T-9	CONSERVATION INCOME	16,786.54	1,431.48		18,218.22
T-9	CONSERVATION INCOME			0.00	
T-41	DRUM TRI-CENTENIAL, INC.	363.66	30.88		394.54
T-41	DRUM TRI-CENTENIAL, INC.			0.00	
T-40	JAMES E. KINSLEY FUND	1,000.00			1,000.00

T-40	JAMES E. KINSLEY INCOME	2,204.52	277.94	0.00	2,482.46
T-32	WEST ACTON FIREMEN'S RELIEF FUND	6,772.26	587.67		7,359.93
T-32	WEST ACTON FIREMEN'S RELIEF INCOME			0.00	
SUBTOTAL		<u>131,316.79</u>	<u>11,511.75</u>	<u>3,082.52</u>	<u>139,746.02</u>
T-	CHARLOTTE L. GOODNOW FUND	3,000.00			3,000.00
T-	CHARLOTTE L. GOODNOW INCOME	439.15	262.50		701.65
SUBTOTAL		<u>3,439.15</u>	<u>262.50</u>		<u>3,701.65</u>
GRAND TOTAL		1,769,688.70	30,284.00	156,928.26	132,952.91 1,823,948.05



Over 200 birdhouses have been placed throughout the conservation lands. Built by MCI-Concord and local scout troops, the houses have attracted four pairs of nesting bluebirds in 1991; the remainder are occupied by Tree Swallows, Chickadees, House Wrens, House Sparrows, and other small birds.

**TOWN OF ACTON
OFFICE OF THE COLLECTOR
W. ROY WETHERBY
TOWN TREASURER/COLLECTOR
FOR FISCAL YEAR 1991**

REAL ESTATE TAXES 1991

COMMITMENT	22,061,858.00
REFUNDS	19,850.00
ABATEMENTS	108,452.00
PAYMENTS TO THE TREASURER	21,245,930.00
OUTSTANDING JUNE 30, 1991	727,326.00

REAL ESTATE TAXES 1990

OUTSTANDING JULY 1, 1990	735,951.00
REFUNDS	83,343.00
ABATEMENTS	58,811.00
TRANSFERRED TO TAX TITLE	307,851.00
PAYMENTS TO THE TREASURER	452,632.00
OUTSTANDING JUNE 30, 1991	000.00

REAL ESTATE TAXES 1989

OUTSTANDING JULY 1, 1990	255,398.00
REFUNDS	182.00
TRANSFERRED TO TAX TITLE	149,181.00
PAYMENTS TO THE TREASURER	106,399.00
OUTSTANDING JUNE 30, 1991	000.00

REAL ESTATE TAXES 1988

OUTSTANDING JULY 1, 1990	49,941.00
TRANSFERRED TO TAX TITLE	40,896.00
PAYMENTS TO THE TREASURER	9,045.00
OUTSTANDING JUNE 30, 1991	000.00

TAX TITLE

OUTSTANDING JULY 1, 1990	309,310.00
ADJUSTMENTS	606,346.00
PAYMENTS TO THE TREASURER	259,647.00
OUTSTANDING JUNE 30, 1991	656,009.00

PERSONAL PROPERTY TAXES 1991

COMMITMENT	259,879.00
REFUNDS	340.00
ABATEMENTS	3,739.00
PAYMENTS TO THE TREASURER	240,019.00
OUTSTANDING JUNE 30, 1991	16,461.00

PERSONAL PROPERTY TAXES 1990

OUTSTANDING JULY 1, 1990	10,813.00
REFUNDS	34.00
ABATEMENTS	42.00
PAYMENTS TO THE TREASURER	974.00
OUTSTANDING JUNE 30, 1991	9,831.00

PERSONAL PROPERTY TAXES 1989

OUTSTANDING JULY 1, 1990	4,825.00
OUTSTANDING JUNE 30, 1991	4,825.00

PERSONAL PROPERTY TAXES 1988

OUTSTANDING JULY 1, 1990	3,244.00
OUTSTANDING JUNE 30, 1991	3,244.00

MOTOR VEHICLE EXCISE TAXES 1991

COMMITMENT	796,794.00
REFUNDS	1,808.00
ABATEMENTS	34,978.00
PAYMENTS TO THE TREASURER	700,419.00
OUTSTANDING JUNE 30, 1991	63,205.00

MOTOR VEHICLE EXCISE TAXES 1990

OUTSTANDING JULY 1, 1990	77,184.00
COMMITMENT	365,829.00
REFUNDS	9,310.00
ABATEMENTS	21,616.00
PAYMENTS TO THE TREASURER	384,107.00
OUTSTANDING JUNE 30, 1991	46,600.00

MOTOR VEHICLE EXCISE TAXES 1989

OUTSTANDING JULY 1, 1990	47,388.00
COMMITMENT	141,465.00
REFUNDS	2,063.00
ABATEMENTS	7,694.00
PAYMENTS TO THE TREASURER	130,284.00
OUTSTANDING JUNE 30, 1991	52,938.00

MOTOR VEHICLE EXCISE TAXES 1988

OUTSTANDING JULY 1, 1990	49,631.00
COMMITMENT	1,086.00
ABATEMENTS	74.00
PAYMENTS TO THE TREASURER	2,290.00
OUTSTANDING JUNE 30, 1991	48,353.00

TOWN ACCOUNTANT

This report covers the financial transactions of the Town of Acton for the year ending June 30, 1991. Included is a statement of the revenue of the Town and a disbursement statement of each department showing appropriations, expenditures, and balances. The cash accounts of the treasurer and collector have been verified and the various trust accounts in the custody of the treasurer have been reviewed.

I have enclosed financial information prepared by Brown and Barrett, Independent Auditors, for the year ending June 30, 1991. A copy of the complete audit report is on file at the Town Hall.

Mary E. Larson
Town Accountant



Acton's Ice House Pond is one of the popular recreation spots for ice skating.

TOWN OF ACTON, MASSACHUSETTS COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS YEAR ENDED JUNE 30, 1991

	Governmental Fund Types			Fiduciary Fund Types	Account Group General Long Term Obligations	Totals (Memorandum only) June 30, 1991
Assets:	General	Special Revenue	Capital Projects	Trust & Agency		
Cash	\$3,560,588	\$772,386	\$48,180	\$984,762	\$ -	\$5,365,916
Investments	-	-	-	2,147,687	-	2,147,687
Investment in Deferred Compensation Plan	-	-	-	434,961	-	434,961
Property Taxes Receivable:						
Current Year	743,787	-	-	-	-	743,787
Prior Year	22,094	-	-	-	-	22,094
Other Accounts Receivable:						
Motor Vehicle Excise Tax	217,025	-	-	-	-	217,025
Other Excise	49,061	-	-	-	-	49,061
Tax Liens	656,434	-	-	-	-	656,434
Departmental	36,867	79,872	-	6,017	-	122,756
Intergovernmental	-	132,078	-	1,491	-	133,569
Deposits	-	-	-	248,700	-	248,700
Other Assets	17,891	-	-	-	-	17,891
Amounts to be provided for Retirement of Long Term Obligations	-	-	-	-	3,230,000	3,230,000
Total Assets	<u>\$5,303,747</u>	<u>\$984,336</u>	<u>\$48,180</u>	<u>\$3,823,618</u>	<u>\$3,230,000</u>	<u>\$13,389,881</u>
Liabilities:						
Accounts Payable	\$587,453	\$88,615	\$ -	\$339,157	\$ -	\$1,015,225
Payroll Withholdings	26,735	-	-	-	-	26,735

	Governmental Fund Types			Fiduciary Fund Types	Account Group General Long Term Obligations	Totals (Memorandum only) June 30, 1991
Assets:	General	Special Revenue	Capital Projects	Trust & Agency		
Other Liabilities	1,756	-	-	230,825	-	232,581
Deferred Compensation Payable	-	-	-	434,961	-	434,961
Deferred Revenue	1,548,533	211,950	-	6,017	-	1,766,500
Reserve for Abatements	102,266	-	-	-	-	102,266
Bonds and Notes Payable	-	-	-	-	3,230,000	3,230,000
Total Liabilities	<u>2,266,743</u>	<u>300,565</u>	<u>-</u>	<u>1,010,960</u>	<u>3,230,000</u>	<u>6,808,268</u>
Fund Equity:						
Fund Balances:						
Reserved:						
Encumbrances	1,249,092	-	-	-	-	1,249,092
Endowments	-	-	-	934,267	-	934,267
Unreserved:						
Designated (Note 10)	520	683,771	48,180	1,878,391	-	2,610,862
Undesignated (Note 9)	<u>1,787,392</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,787,392</u>
Total Fund Equity	<u>3,037,004</u>	<u>683,771</u>	<u>48,180</u>	<u>2,812,658</u>	<u>-</u>	<u>6,581,613</u>
Total Liabilities and Fund Equity	<u>\$5,303,747</u>	<u>\$984,336</u>	<u>\$48,180</u>	<u>\$3,823,618</u>	<u>\$3,230,000</u>	<u>\$13,389,881</u>



The Herb Garden at the Acton Arboretum was designed and is maintained by the Acton Women's Garden Club. A local Eagle Scout built the brick walkway.

TOWN OF ACTON, MASSACHUSETTS
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
YEAR ENDED JUNE 30, 1991

	Governmental Fund Types			Fiduciary Fund Types Expensible Trust	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects		
Revenue:					
Property Taxes	\$22,221,281	\$ -	\$ -	\$ -	\$22,221,281
Intergovernmental - State	1,921,876	52,420	-	-	1,974,296
Intergovernmental - Federal	-	135,988	-	-	135,988
Motor Vehicle Excise Tax	1,204,056	-	-	-	1,204,056
Investment Income	312,726	-	-	140,562	453,288
Departmental	1,050,827	1,450,826	-	2,142,246	4,643,899
Total Revenues:	<u>26,710,766</u>	<u>1,639,234</u>	<u>-</u>	<u>2,282,808</u>	<u>30,632,808</u>
Expenditures:					
General Government	2,058,198	525,455	-	2,045,363	4,629,016
Public Safety	3,300,538	27,878	-	-	3,328,416
Education	15,888,128	277,202	-	4,337	16,169,667
Public Works	978,568	977,799	8,564	-	1,964,931
Library	424,726	30,588	-	-	455,314
Pensions	802,684	-	-	-	802,684
Insurance	1,082,582	-	-	-	1,082,582
Debt & Interest	1,144,159	-	-	-	1,144,159
State & County Assessments	58,509	-	-	-	58,509
Total Expenditures:	<u>25,738,092</u>	<u>1,838,922</u>	<u>8,564</u>	<u>2,049,700</u>	<u>29,635,278</u>
Excess (Deficiency) of Revenues					
Over Expenditures	972,674	(199,688)	(8,564)	233,108	997,530
Other Financing Sources (Uses)					
Operating Transfers In	114,254	406,317	-	80,120	600,691
Operating Transfers Out	(406,317)	(47,654)	-	(66,600)	(520,571)
Total Other Financing Sources (Uses)	(292,063)	358,663	-	13,520	80,120
Excess (Deficiency) of Revenues and					
Other Financing Sources Over					
Expenditures and Other Uses	680,611	158,975	(8,564)	246,628	1,077,650
Fund Balance at Beginning of Year	2,356,393	524,796	56,744	1,631,763	4,569,696
Fund Balance at End of Year	<u>\$3,037,004</u>	<u>\$683,771</u>	<u>\$48,180</u>	<u>\$1,878,391</u>	<u>\$5,647,346</u>

TOWN OF ACTON, MASSACHUSETTS
GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AVAILABLE FUNDS,
TRANSFERS, AND PRIOR YEARS' DEFICITS RAISED - BUDGET AND ACTUAL (NON-GAAP)
YEAR ENDED JUNE 30, 1991

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenue:				
Property Taxes	\$22,114,480	\$22,114,480	\$22,114,480	-
Intergovernmental - State	1,916,268	1,916,268	1,921,876	5,608
Motor Vehicle Excise Tax	1,089,086	1,089,086	1,204,056	114,970

Investment Income	245,936	245,936	312,726	66,790
Departmental	<u>957,122</u>	<u>957,122</u>	<u>1,050,827</u>	<u>93,705</u>
Total Revenues	<u>26,322,892</u>	<u>26,322,892</u>	<u>26,603,965</u>	<u>281,073</u>
Expenditures:				
General Government	2,261,093	2,294,893	2,178,777	116,116
Public Safety	3,369,995	3,369,995	3,360,542	9,453
Education	15,862,615	15,862,615	15,845,162	17,453
Public Works	1,112,622	1,112,622	1,107,519	5,103
Library	381,737	381,737	381,764	(27)
Pensions	914,000	914,000	802,684	111,316
Insurance	1,015,400	1,015,400	1,082,582	(67,182)
Debt & Interest	1,324,003	1,324,003	1,144,159	179,844
State & County Assessments	<u>57,829</u>	<u>57,829</u>	<u>58,509</u>	<u>(680)</u>
Total Expenditures	<u>26,299,294</u>	<u>26,333,094</u>	<u>25,961,698</u>	<u>371,396</u>
Excess (Deficiency) of Revenues				
Over Expenditures	23,598	(10,202)	642,267	652,469
Other Financing Sources (Uses):				
Transfer From Fund Balance	499,400	499,400	499,400	-
Operating Transfers In	80,454	114,254	114,254	-
Operating Transfers Out	(406,317)	(406,317)	(406,317)	-
Prior Year's Deficits Raised	<u>(197,135)</u>	<u>(197,135)</u>	<u>(197,135)</u>	<u>-</u>
Total Other Financing Sources	<u>(23,598)</u>	<u>10,202</u>	<u>10,202</u>	<u>-</u>
Excess (Deficiency) of Revenues and				
Other Financing Sources Over				
Expenditures and Other Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$652,469</u>	<u>\$652,469</u>



Mill Pond on Nashoba Brook is frequented by Great Blue Herons, an occasional Osprey, and supporters an abundance of other varieties of waterfowl. The Mill Pond Dam was reconstructed in 1990 by the Town of Acton, with a grant provided by the Acton Conservation Trust.

**TOWN OF ACTON, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
NONEXPENDABLE TRUST FUNDS
YEAR ENDED JUNE 30, 1991**

	Fiduciary Fund Types Non- Expendable Trust
Operating Revenues:	
Bequests	\$30,872
Total Operating Revenues	<u>30,872</u>
Operating Expenses:	
Total Operating Expenses	<u>-</u>
Operating Income	30,872
Non-operating Revenues (Expenses):	
Investment Income	79,520
Transfers Out	(80,120)
Total Non-operating Revenues (Expenses)	<u>(600)</u>
Net Income	30,272
Fund Balance at Beginning of Year	<u>903,995</u>
Fund Balance at End of Year	<u>\$934,267</u>

**INDEPENDENT AUDITOR'S REPORT ON
COMPLIANCE WITH LAWS AND REGULA-
TIONS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Board of Selectmen

Town of Acton, Massachusetts

We have audited the general purpose financial statements of the Town of Acton, Massachusetts for the year ending June 30, 1991 and have issued our report thereon, which was qualified in several respects, dated October 3, 1991.

We have conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments". Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Town of Acton, Massachusetts, is the responsibility of Town of Acton, Massachusetts, management. As part of



One of the best examples in New England of a rare pillar-supported stone chamber is located in the Nashoba Brook conservation area. Natural deterioration is making the chamber dangerous to enter and there is some vandalism. Local archaeologists believe these chambers to have been built by pre-colonial native Americans for sacred religious ceremonies and a shamanistic practice of astronomy.

obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatements, we performed tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions.

The results of our tests indicate that, with respect to the items tested, the Town of Acton, Massachusetts, complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Town had not complied, in all material respects, with those provisions.

This report is intended for the use of management of the Town of Acton, Massachusetts. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Brown & Barrett
Certified Public Accountants
October 3, 1991

TOWN OF ACTON
JULY 1, 1990 — JUNE 30, 1991

TAXES:

PERSONAL PROPERTY TAXES	286,603.72
REAL ESTATE TAXES	21,836,513.48
SPECIAL REAL ESTATE TAXES	3,463.21
TAX TITLE	259,647.09
MOTOR VEHICLE EXCISE TAXES	1,217,220.31

RECEIVABLES:

SCHOOL TUITION	16,073.00
VETERANS AID	8,330.77
HEALTH INSURANCE	38,842.93

PAYROLL DEDUCTIONS:

FEDERAL WITHHOLDING	1,601,604.35
STATE WITHHOLDING	652,331.29
FICA MEDICARE	39,588.17
RETIREMENT	656,828.55
TEACHERS INSURANCE	936.00
GROUP LIFE INSURANCE	12,580.20
HEALTH INSURANCE	153,003.88
COURT JUDGEMENT	28,173.72
OTHER INSURANCE	1,591.10
UNITED FUND	1,257.00
UNION DUES	51,000.20
SAVINGS	430,811.26
DEFERRED COMPENSATION	83,815.91
ANNUITY	294,388.77

DEPARTMENTAL REVENUE:

SELECTMEN	113,300.55
TREASURER/COLLECTOR	118,516.21
TOWN CLERK	23,407.19
ASSESSOR	475.00
ENGINEERING	548.72
PLANNING BOARD	19,116.95
BOARD OF APPEALS	2,400.00
CONSERVATION	300.00
MUNICIPAL PROPERTIES	110.00
POLICE DEPARTMENT	225,399.00
FIRE DEPARTMENT	34,613.92
HEALTH DEPARTMENT	63,348.40
HISTORICAL COMMISSION	15.00
BUILDING INSPECTION	114,764.37
HIGHWAY DEPARTMENT	1,471.20
MEMORIAL LIBRARY	22,053.69
WEST ACTON LIBRARY	187.69
CEMETERY DEPARTMENT	22,776.60
SCHOOL DEPARTMENT	24,180.12

COMMONWEALTH OF MASSACHUSETTS

LOCAL OPTION — ROOM OCCUPANCY	11,445.00
CHAPTER 71 PUPIL TRANSPORTATION	121,549.00
LOCAL AID	1,192,644.00
HIGHWAY	19,866.83
ELDERLY, WIDOWS, VETERANS ABATEMENTS	11,136.00
SCHOOL CONSTRUCTION PROJECTS	95,724.00
CHAPTER 70 SCHOOL AID	481,047.00

LICENSES:	
DOG	6,849.00
FISH AND GAME	10,959.25
PERFORMANCE BONDS:	
ENGINEERING	37,758.87
SELECTMEN	25,647.57
PLANNING	65,863.23
FEES:	
POLICE — OFF DUTY	8,331.91
COBRA — ADMINISTRATION	151.86
SPECIAL REVENUE:	
GIFTS	136,239.01
GRANTS	152,582.96
CONSERVATION, NOTE OF INTENTION FILING FEE	6,142.00
CEMETERY LAND FUND	7,654.00
COUNTY DOG FUND	5,217.92
HIGHWAY AID	129,078.00
ENTERPRISE FUNDS:	
NURSING SERVICES	271,917.52
MERRIAM SCHOOL	191,269.61
COUNCIL ON AGING VAN	31,616.13
SEPTAGE DISPOSAL	153,000.62
NESWC FUND	508,282.00
REFUNDS:	
VENDOR	35.54
REVOLVING FUNDS	
POLICE	83,340.19
FIRE	915.80
CAFETERIA	189,711.30
INSURANCE RECOVERY	2,464.09
MUNIC. PROP — RECREATION	816.95
AGENCY FUNDS:	
SPECIAL LAW ENFORCEMENT	2,150.00
DEPUTY COLLECTOR FEE	21,203.89
HEALTH INSURANCE TRUST	2,283,765.76
VENDOR RECOVERY	2,112.44
REGISTRY FEE	2,737.01
AMBULANCE FEE*	5,678.00
HEALTH INSURANCE: COUNTY RETIREES	47,495.64
HEALTH INSURANCE: TEACHER RETIREES	13,135.30
INTEREST:	
TAX TITLE	75,019.06
TAXES	146,049.90
DEPOSITS	312,726.31
STABILIZATION FUND	31,970.27
RETIREMENT FUND	15,066.54
TRUST FUNDS	156,928.26
EMINENT DOMAIN	3,691.93
INSURANCE TRUST	16,704.76

TRUST FUND:		
PERPETUAL CARE		30,284.00
TRANSFER T.M. VOTE		66,000.00
OTHER FINANCING SOURCE:		
HIGHWAY NOTE		129,078.00
TOTAL REVENUE		35,782,643.75

STATEMENT OF APPROPRIATIONS AND DISBURSEMENTS

JULY 1, 1990 TO JUNE 30, 1991

WARRANT BUDGET ITEM	APPROPRIATED OR AVAILABLE	DISBURSED	BALANCE
GENERAL GOVERNMENT SALARY			
MODERATOR	200.00	100.00	100.00
SELECTMEN	132,350.00	131,215.56	(440.56)
SELECTMEN, ENCUMBERED		1,575.00	
TOWN OFFICE CLERICAL	371,261.00	356,647.54	13,997.77
CLERICAL, ENCUMBERED		615.69	
TOWN ACCOUNTANT	51,614.00	35,969.96	14,750.16
ACCOUNTANT, ENCUMBERED		893.88	
TREASURER/COLLECTOR	93,548.00	79,340.56	9,939.39
TREASURER/COLLECTOR ENCUMBERED		4,268.05	
TOWN ASSESSOR	67,285.00	65,509.18	828.90
ASSESSOR, ENCUMBERED		946.92	
TOWN CLERK	46,690.00	46,144.80	51.20
CLERK, ENCUMBERED		494.00	
ELECTIONS & REGISTRATION	7,940.00	10,784.46	(2,844.46)
PLANNING BOARD	83,920.00	48,527.60	35,392.40
CONSERVATION COMMISSION	31,857.00	31,842.20	(.36)
CONSERVATION, ENCUMBERED		15.16	
MUNICIPAL PROPERTIES	186,237.00	172,725.90	13,222.56
MUNICIPAL PROP., ENCUMBERED		288.54	
CEMETERIES	135,915.00	128,615.13	7,175.39
CEMETERIES, ENCUMBERED		124.48	
COUNCIL ON AGING	31,842.00	31,812.84	29.16
VETERAN'S AGENT	2,031.00	546.56	1,484.44
A) TOTAL SALARIES	1,242,690.00	1,139,782.29	93,685.99
GEN. GOV'T SALARIES ENCUMBERED		9,221.72	
GENERAL GOVERNMENT EXPENSE			
MODERATOR	20.00	0.00	20.00
SELECTMEN	61,270.00	48,143.49	(12,074.23)
SELECTMEN EXP. ENCUMBERED		25,200.74	
LEGAL SERVICES	293,000.00	182,857.36	88,142.64
LEGAL SERVICES ENCUMBERED		22,000.00	
LEGAL EXPENSES	4,000.00	10,124.19	(6,385.39)
LEGAL EXPENSES ENCUMBERED		261.20	
TOWN ACCOUNTANT	2,101.00	2,135.19	(986.18)
ACCOUNTANT EXP. ENCUMBERED		951.99	
TOWN TREASURER/COLLECTOR	170,165.00	145,866.73	(32,967.59)
TREAS/COLL EXP. ENCUMBERED		57,265.86	

WARRANT BUDGET ITEM	APPROPRIATED OR AVAILABLE	DISBURSED	BALANCE
TOWN ASSESSOR	3,000.00	2,122.79	(17,122.79)
ASSESSOR EXP. ENCUMBERED		18,000.00	
TOWN CLERK	4,980.00	4,846.21	43.79
TOWN CLERK, ENCUMBERED		90.00	
ELECTIONS & REGISTRATION	8,565.00	6,215.41	2,349.59
PLANNING BOARD	7,596.00	5,023.43	(30,124.05)
PLANNING EXPENSES, ENCUMBERED		32,696.62	
BOARD OF APPEALS	2,750.00	2,664.82	85.18
CONSERVATION COMMISSION	1,200.00	1,200.00	0.00
PUBLIC CEREMONIES	2,445.00	1,791.00	59.00
PUBLIC CEREMONIES, ENCUMBERED		595.00	
MUNICIPAL PROPERTIES	241,067.00	242,284.45	(16,944.45)
MUNIC. PROP. ENCUMBERED		15,727.00	
CEMETERIES	10,716.00	17,447.77	(7,006.77)
CEMETERIES, ENCUMBERED		275.00	

GENERAL GOVERNMENT TRAVEL

TOWN UTILITIES:			
HYDRANT RENTAL		125.00	(125.00)
STREET LIGHTING	100,000.00	100,130.51	(295.01)
STREET LIGHTS, ENCUMBERED		164.50	
TOWN REPORT COMMITTEE	15,000.00	6,179.80	7,797.20
TOWN REPORT COMM., ENCUMBERED		1,023.00	
HISTORICAL COMMISSION	500.00	290.73	209.27
COUNCIL ON AGING	10,215.00	10,171.20	43.80
VETERAN'S AGENT EXPENSES	100.00	45.00	55.00
VETERAN'S AID	10,000.00	14,171.62	(4,171.62)
HANDICAP EXPENSES	1,400.00	601.67	48.35
HANDICAP, ENCUMBERED		749.98	

B) TOTAL GENERAL GOV'T	950,090.00	804,438.37	(29,349.26)
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TOTAL GEN. GOV'T EXP. ENCUMBERED		175,000.89	
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SELECTMEN			
OUT OF STATE TRAVEL	2,000.00	221.00	1,779.00
C) TOTAL TRAVEL	<u>2,000.00</u>	<u>221.00</u>	<u>1,779.00</u>

PROTECTION OF PERSONS AND PROPERTY SALARY

POLICE DEPARTMENT:			
SALARIES, REGULAR	1,100,048.00	1,096,745.74	(829.67)
SALARIES, EMCUMBERED		4,131.93	
SALARIES, OTHER	243,681.00	231,386.69	5,119.70
SALARIES, OTHER, ENCUMBERED		7,174.61	
FIRE DEPARTMENT:			
SALARIES, REGULAR	1,312,039.00	1,267,228.65	5,683.05
SALARIES, EMCUMBERED		39,127.30	
SALARIES, OTHER	249,663.00	236,459.53	(5,506.35)
SALARIES, OTHER, ENCUMBERED		18,709.82	
BUILDING INSPECTOR	76,109.00	75,545.92	563.08
HEALTH DEPARTMENT	95,401.00	94,533.48	867.52
D) TOTAL SALARIES	<u>3,076,941.00</u>	<u>3,001,900.01</u>	<u>5,987.33</u>

TOT. PROT. PERS/PROP. SAL. ENCUMBERED		69,143.66	
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TOWN OF ACTON

Inter-Departmental Communication

DATE: April 6, 1992

TO: Don Johnson, Town Manager
FROM: Mary E, Larson, Town Accountant
SUBJECT: Revision of 1991 Acton Town Report

The heading General Government Travel on page 96 of the 1991 Acton Town Report should be omitted. The information under the heading is actually a continuation of the General Government Expenses.

Your cooperation to correct this printing error is appreciated.

Mary E. Larson

WARRANT BUDGET ITEM	APPROPRIATED OR AVAILABLE	DISBURSED	BALANCE
PROTECTION OF PERSONS AND PROPERTY EXPENSES			
POLICE DEPARTMENT	46,884.00	42,347.07	(2,705.07)
POLICE FUNDS ENCUMBERED		7,242.00	
FIRE DEPARTMENT	52,475.00	37,282.37	1,799.76
EXPENSES, ENCUMBERED		13,392.87	
BUILDING INSPECTOR	73,825.00	33,349.56	(1,660.24)
EXPENSES, ENCUMBERED		42,135.68	
DOG OFFICER	10,000.00	4,600.00	5,400.00
CIVIL DEFENSE	3,955.00	2,628.45	25.30
CIVIL DEFENSE ENCUMBERED		1,301.25	
HEALTH DEPARTMENT	16,915.00	15,888.50	696.29
HEALTH DEPT., ENCUMBERED		330.21	
ELIOT MENTAL HEALTH			
E) TOTAL EXPENSES	204,054.00	136,095.95	(3,556.04)
TOTAL PROTECTION EXP. ENCUMBERED		64,402.01	
DEPARTMENT OF PUBLIC WORKS SALARY			
ENGINEERING DEPARTMENT	97,248.00	94,375.31	2,872.69
HIGHWAY DEPARTMENT	401,261.00	380,923.76	17,864.24
HIGHWAY, ENCUMBERED		2,473.00	
O.T. SNOW	40,000.00	32,201.28	7,798.72
F) TOTAL SALARIES	<u>538,509.00</u>	<u>507,500.35</u>	<u>28,535.65</u>
PUBLIC WORKS SALARIES ENCUMBERED		2,473.00	
DEPARTMENT OF PUBLIC WORKS EXPENSE			
ENGINEERING DEPARTMENT	8,400.00	5,267.57	(3,048.86)
EXPENSES, ENCUMBERED		6,181.29	
HIGHWAY DEPARTMENT			
GENERAL EXPENSES	31,100.00	27,628.50	3,471.50
SPECIAL PROJECTS	19,500.00	15,295.40	.60
SPECIAL PROJECTS, ENCUMBERED		4,204.00	
SNOW AND ICE CONTROL	107,000.00	106,815.06	128.04
SNOW AND ICE, ENCUMBERED		56.90	
ROAD MAINTENANCE	181,163.00	79,180.35	(16,420.78)
ROAD MAINT., ENCUMBERED		118,403.43	
MACHINERY EXPENSE	83,850.00	90,928.63	(7,096.39)
MACHINERY, ENCUMBERED		17.76	
GAS AND FUEL	72,600.00	72,899.95	(466.79)
GAS & FUEL, ENCUMBERED		166.84	
G) TOTAL EXPENSES	503,613.00	398,015.46	(23,432.68)
TOTAL EXP. ENCUMBERED		129,030.22	
LIBRARIES SALARY			
MEMORIAL LIBRARY	281,346.00	283,341.31	(1,995.31)
WEST ACTON LIBRARY	15,881.00	15,881.72	(.72)
H) TOTAL SALARIES	<u>297,227.00</u>	<u>299,223.03</u>	<u>(1,996.03)</u>
LIBRARIES EXPENSES			
MEMORIAL LIBRARY:			
EXPENSES	26,741.00	24,776.42	1,964.58

WARRANT BUDGET ITEM	APPROPRIATED OR AVAILABLE	DISBURSED	BALANCE
BOOKS (.82)		54,742.00	53,705.83
BOOKS, ENCUMBERED		1,036.99	
WEST ACTON LIBRARY	3,027.00	3,021.83	5.17
I) TOTAL EXPENSES	84,510.00	81,504.08	1,968.93
LIBRARY EXPENSES ENCUMBERED		1,036.99	
INSURANCE			
INSURANCE:			
GROUP HEALTH	593,000.00	736,483.92	(143,483.92)
OTHER INSURANCE	392,400.00	306,510.11	85,889.89
MEDICARE	30,000.00	39,588.17	(9,588.17)
J) TOTAL	1,015,400.00	1,082,582.20	(67,182.20)
PENSIONS			
PENSIONS	914,000.00	802,683.80	111,316.20
L) TOTAL	914,000.00	802,683.80	111,316.20
DEBT AND INTEREST			
REVENUE NOTES:			
INTEREST IN ANTICIPATION	164,000.00	7,573.35	156,426.65
CONANT SCHOOL:			
PRINCIPAL	80,000.00	80,000.00	0.00
INTEREST	2,280.00	2,280.00	0.00
GENERAL OBLIGATION 1982:			
PRINCIPAL	100,000.00	100,000.00	0.00
INTEREST	14,138.00	14,137.50	.50
GENERAL OBLIGATION 1985:			
PRINCIPAL	75,000.00	75,000.00	0.00
INTEREST	22,738.00	22,737.50	.50
GENERAL OBLIGATION 1986:			
PRINCIPAL	350,000.00	350,000.00	0.00
INTEREST	124,500.00	124,500.00	0.00
GENERAL OBLIGATION 1987:			
PRINCIPAL	205,000.00	205,000.00	0.00
INTEREST	58,347.00	58,347.50	(.50)
FIRE TRUCK:			
DEBT	100,000.00	100,000.00	0.00
INTEREST	8,000.00	4,583.17	3,416.83
SEWERS, INTEREST	20,000.00	0.00	20,000.00
M) TOTAL DEBT AND INTEREST	1,324,003.00	1,144,159.02	179,843.98
ENTERPRISE BUDGET			
N) MERRIAM	143,685.00	138,197.95	0.00
MERRIAM, ENCUMBERED		5,487.05	
O) ELDER VAN	31,900.00	28,220.88	3,443.92
ELDER VAN, ENCUMBERED		235.20	
P) NURSING	206,000.00	205,977.72	22.28
NESWC	790,000.00	780,447.61	9,552.39
Q) SEPTAGE DISPOSAL	250,000.00	149,473.39	98,526.61
SEPTAGE, ENCUMBERED		2,000.00	
TOTAL ENTERPRISE BUDGET	1,421,585.00	1,302,317.55	111,545.20
ENTERPRISE ENCUMBERED		7,722.25	

WARRANT BUDGET ITEM	APPROPRIATED OR AVAILABLE	DISBURSED	BALANCE
LOCAL SCHOOLS			
OPERATING EXPENSES	8,140,994.00	8,032,787.22	1,538.87
OPERATING EXPENSES ENCUMBERED		106,667.91	
OUT OF STATE TRAVEL	5,500.00	5,500.00	0.00
BLANCHARD AUDITORIUM	32,043.00	24,327.32	0.00
BLANCHARD AUDITORIUM ENCUMBERED		7,715.68	
Q) TOTAL EXPENSES	8,178,537.00	8,062,614.54	1,538.87
TOTAL EXPENSES ENCUMBERED		114,383.59	
REGIONAL SCHOOLS			
OPERATING EXPENSES	6,633,892.00	6,632,230.00	1,662.00
MATURING DEBT & INTEREST	489,191.00	489,191.00	0.00
R) TOTAL EXPENSES	7,123,083.00	7,121,421.00	1,662.00
VOCATIONAL SCHOOLS			
OPERATING EXPENSES	560,995.00	546,743.00	14,252.00
S) TOTAL EXPENSES	560,995.00	546,743.00	14,252.00
TOTAL SCHOOL EXPENSES	15,862,615.00	15,730,778.54	17,452.87
SCHOOL ENCUMBERED		114,383.59	
TOTAL BUDGET	27,437,237.00	26,431,201.65	433,621.02
TOTAL BUDGET ENCUMBERED		572,414.33	
OTHER DISBURSEMENTS			DISBURSED
REVOLVING FUNDS:			
CAFETERIA			190,769.89
INSURANCE RECOVERY			3,066.79
TRUST FUND TRANSFERS			
T-3	GOERGE AMES		78.00
T-4	ARLETTE APLEYARD		255.00
T-5	BETSY BALL		22,303.90
T-5	PERPETUAL CARE NEW FUND		18,414.31
T-6	PERPETUAL CARE		22,450.00
T-7	A.B. CONANT FAMILY		240.00
T-10	DR. DAVIS		184.00
T-11	M. DESMOND		484.00
T-12	ROBBINS AND FAMILY		121.00
T-13	E. ROBBINS		289.00
T-14	CAPT. ROBBINS FUND		457.50
T-15	ROBBINS AND AMES		3,763.00
T-16	ELIZABETH WHITE CHARITY		9,325.00
T-19	GEORGIA WHITNEY CEMETERY		201.50
T-20	FRANK HAYWARD		109.00
T-21	HOITT AND SCOTT		99.00
T-22	MRS. HARRY O'NIEL		25.00
T-23	FRANK KNOWLTON		194.00
T-24	LUKE BLANCHARD		305.00
T-25	RAYMOND MONUMENT FUND		30.00
T-26	HENRY RAYMOND		440.00
T-27	HOSMER FUND		14,482.99

OTHER DISBURSEMENTS

	DISBURSED
T-29 J. ROLAND WHTHERBEE	443.00
T-31 SARAH WATSON	339.00
T-33 CARRIE WELLS	154.00

TRUST FUND TRANSFERS:

T-34 JENKS FAMILY	28,313.70
T-35 MARY AND CHARLES SMITH	314.00
T-36 ERNEST JONES	143.00
T-37 JENKS FUND YOUTH PROGRAM	3,082.52
T-01 CONANT H.S. LIBRARY	332.11
T-70 MARK CLAPP FUND	153.95
T-72 CHARLOTTE CONANT FUND	84.72
T-78 SUSAN & LUTHER CONANT FUND	600.00
T-82 PLANTER FUND	144.29
T-84 NEWELL B. TAINTER	450.80
T-88 WILLIAM A. WILDE	886.55
T-90 KATHERINE KINSLEY	1,684.75

TEMPORARY LOANS:

HIGHWAY	129,078.00
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PAYROLL WITHHOLDINGS:

FEDERAL TAX	1,601,604.35
STATE TAX	652,331.29
COUNTY RETIREMENT	368,074.68
TEACHER RETIREMENT	288,753.87
FICA	39,588.17
COURT JUDGEMENTS	28,173.72
TEACHER SCHOOL INSURANCE	1,014.00
GROUP LIFE INSURANCE	12,632.40
BLUE CROSS AND SHIELD	121,131.16
MIDDLESEX INSTITUTE FOR SAVINGS	336,577.70
FIRE DEPARTMENT DUES	10,560.00
HIGHWAY DEPARTMENT DUES	3,835.00
TEACHER DUES	28,709.01
TEACHERS ANNUNITIES	294,388.77
TEACHERS CREDIT UNION	94,233.56
DEFERRED COMPENSATION	84,240.91
DISABILITY INSURANCE	1,726.78
HARVARD HEALTH INSURANCE	26,349.43
POLICE DEPARTMENT DUES	6,652.69
MAINTENANCE DUES	1,243.50
UNITED FUND	1,257.00

AGENCY:

PERFORMANCE BOND, PLANNING BOARD	46,413.97
PERFORMANCE BOND, DEPOSIT ENGINEERING	15,500.00
PERFORMANCE BOND, SELECTMEN	14,298.02
POLICE DEPARTMENT OFF DUTY DETAILS	84,557.05
DOG LICENSE TO MIDDLESEX COUNTY	12,208.00
DIVISION OF FISH AND GAME LICENSES	11,157.00
TAX COLLECTION DEPUTY FEES	21,365.70
FIRE DEPARTMENT OFF DUTY DETAILS	3,085.83
AMBULANCE FEES	6,042.00
VENDOR RECOVERY	2,112.44
HEALTH INSURANCE, RETIREES	39,003.07

OTHER DISBURSEMENTS**DISBURSED**

HEALTH INSURANCE, COUNTY RET.	46,482.90
HEALTH INSURANCE, TEACHER RET.	13,909.11
SPECIAL LAW ENFORCEMENT	2,000.00
CONSULTANT FEES	1,941.56
MUNICIPAL PROPERTIES RECREATION EXPENSE	684.66

GIFTS AND BEQUESTS:

MEMORIAL LIBRARY	5,148.29
PENDERGAST DEV. CORP.	4,197.50
HAARTZ	12.21
HEALTH EFFECTS SURVEY	672.62
HANDICAP	192.78
DIGITAL — HIGH STREET	869.83
GREAT HILL DEVELOPMENT	117.68
MIDDLESEX BK TRAFFIC ISSUE	911.00
DEFIBRILLATION	1,303.59
MASTER PLAN	1,528.00
POST OFFICE SIDEWALKS	15,000.00
W. ACTON LIBRARY	368.87
MOBILE OIL	634.00
SYMPOSIUM	106.00
CONSERVATION TRAIL	1,911.05
MEMORIAL DAY PARADE	2,409.39
CORPORATE PROGRAM	2,166.66
GATES SCHOOL MATH TUTOR	3,209.50
APS EXTERNSHIP PROGRAM	90,662.88

FEDERAL FUNDS:

CHAPTER 1	36,653.90
CHAPTER 2	4,987.80
DRUG FREE SCHOOLS	6,222.50
EARLY CHILDHOOD	11,683.26
ED REFUGE CHILD TRANSITION PROGRAM	6,023.06
TITLE II MATH & SCIENCE	1,292.58

STATE GRANTS:

ED. HORACE MANN	722.00
ED. CHAPTER 188, SCH IMP	2,871.39
PROMOTE SELF ESTEEM	61.63
ELDERLY GRANTS	2,347.25
MUNICIPAL LOCKUP	96.24
ARTS LOTTERY	11,099.27
EXTERNSHIP	75.40
SPEC ED PAC TECH ASSIST	750.00
M.E.G. PROG CH 206	17,545.94
LIBRARY INCENTIVE	7,524.44
POLLING HOURS EXTENSION	1,798.00
PARTNERSHIP PLANNER	15,005.06
DRUG TASK FORCE	13,101.09

HIGHWAY FUNDS:

HIGHWAY CONTRACT	129,078.00
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OTHER DISBURSEMENTS**DISBURSED****STATE AND COUNTY ASSESSMENTS:**

COUNTY TAX	33,220.51
AIR POLLUTION CONTROL	4,148.00
METROPOLITAN AREA PLANNING COUNCIL	3,468.00
GROUP INSURANCE, ELDERLY	1,936.00
REGIONAL TRANSIT AUTHORITY	15,056.00
MOTOR VEHICLE EXCISE SURCHARGE	680.00

ARTICLES:

24	04/86 SIDEWALK CONSTRUCTION	430.00
25	04/86 MEMORIAL LIBRARY CARPET	42,886.84
41	04/86 ACTON CENTER LAND IMPROVEMENT	729.94
46	04/86 HEALTH STAFFING	7,034.91
47	04/86 SEWER PIPING	8,302.75
2	06/87 SCHOOL CAPITAL PROJECT	262.00
18	04/88 LIBRARY NETWORK	213.42
28	04/88 W. ACTON TRAFFIC LIGHT	11,957.69
39	04/88 TREE PLANTING	1,411.00
45	04/88 ACCREDITATIONS FEES	3,700.00
49	04/88 AIR COMPRESSOR SYSTEM	436.79
8	09/88 MASTER PLAN	35,133.65
15	04/89 ASBESTOS REMOVAL	12,780.93
16	04/89 M.I.S. SYSTEM	3,965.33
17	04/89 CAPITAL EQUIPMENT	3,623.00
29	04/90 AMBULANCE PURCHASE	54,472.00
30	04/90 CRUISERS PURCHASE	32,045.00
31	04/90 MACK TRACTOR	45,000.00
32	04/90 BRUSH CHIPPER	12,697.11
14	11/90 CONSERVATION OPERATING BUDGET	979.45
16	11/90 MT. HOPE INTERN	1,985.00

REFUNDS:

1990	PERSONAL PROPERTY TAXES	33.75
1991	PERSONAL PROPERTY TAXES	340.46
1989	REAL ESTATE TAXES	182.03
1990	REAL ESTATE TAXES	83,342.83
1991	REAL ESTATE TAXES	65,909.37
1988	MOTOR VEHICLE TAXES	(15.82)
1989	MOTOR VEHICLE TAXES	2,063.08
1990	MOTOR VEHICLE TAXES	9,309.52
1991	MOTOR VEHICLE TAXES	1,807.92
	INTEREST REFUNDED ON TAXES	1,744.69

ENCUMBERED FUNDS:

GENERAL GOVERNMENT SALARIES	342.68
GENERAL GOVERNMENT EXPENSES	63,142.97
PROTECTION SALARIES	48,703.78
PROTECTION EXPENSES	12,526.26
PUBLIC WORKS SALARIES	2,531.20
PUBLIC WORKS EXPENSES	2,967.78
LIBRARY SALARIES	67.08
LIBRARY EXPENSES	831.38
MERRIAM SCHOOL	12,575.00
SCHOOL	132,905.94

OTHER DISBURSEMENTS		DISBURSED
SCHOOL OUT OF STATE TRAVEL		980.00
SCHOOL BLANCHARD AUDITORIUM		10,683.00
NURSING		6,886.50
SEPTAGE DISPOSAL		8,291.03
NESWC		23,042.27
HEALTH INSURANCE TRUST		1,877,303.99
TAX TITLE EXPENSES		3,535.00
TOTAL DISBURSED		34,337,191.89
TOTAL ENCUMBERED		572,414.33

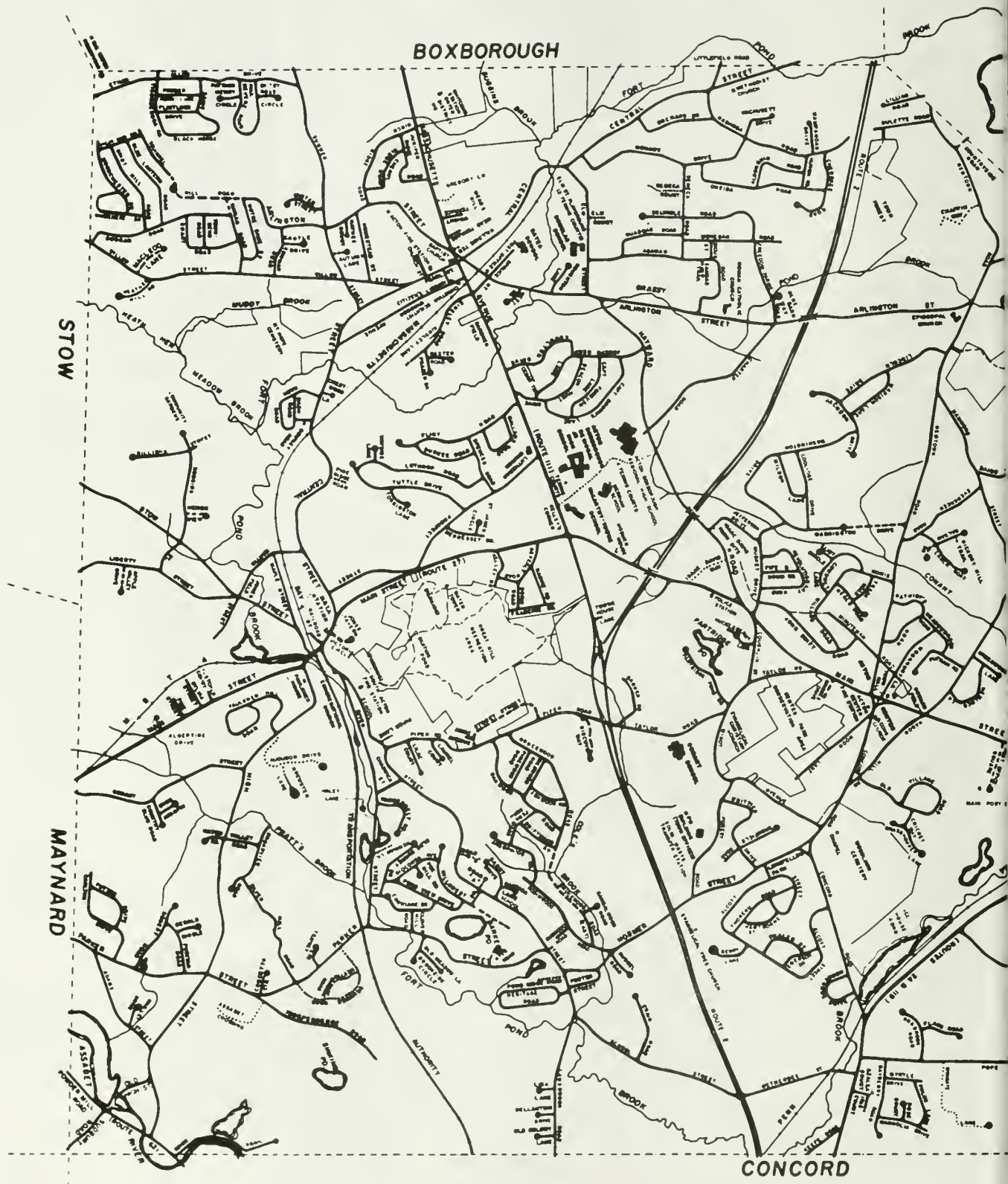


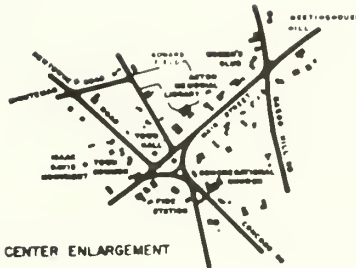
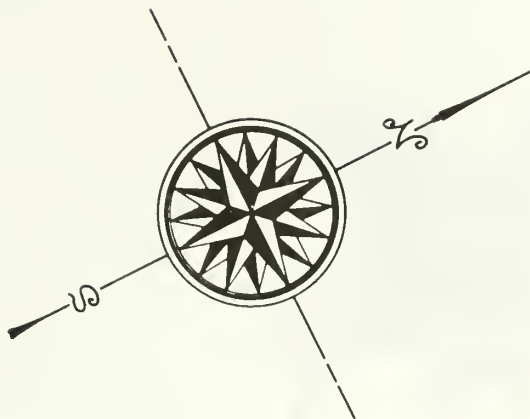
Sponsored by the Acton Memorial Library, members of the 5th New Hampshire Volunteers, Civil War history buffs, conducted a two-day Civil War encampment at the Acton Arboretum in April, 1991. Three regiments are expected to repeat the successful weekend in 1992.

STREET PRECINCT LIST

STREET NAME	PRECINCT	STREET NAME	PRECINCT	STREET NAME	PRECINCT
Adams Street	5	Chaffin Way	2	Garfield Lane	2
Agawam Road	3	Charter Road	4	Gerald Circle	5
Alcott Street	2	Cherokee Road	3	Giaconda Avenue	5
Algonquin Road	3	Cherry Ridge Road	3	Granite Road	1
Apple Valley Drive	4	Church Street	3	Grasshopper Lane	2
Arborwood Road	5	Clover Hill Road	5	Great Elm Way	1
Arlington Street		Conant Street		Great Road	1
1 - 582		Even #'s	4	Greenwood Lane	2
Odd #'s 67 - 239	3	Odd #'s	5	Gregory Lane	3
Even #'s 70 - 240	4	Concord Road		Grist Mill Road	3
250 - 423	3	8 to 126	2	Guswood Road	5
Ashley Circle	1	127 & 128	1		
Ashwood Road	5	Concetta Circle	5	Haley Lane	5
Assabet Crossing	5	Coolidge Drive	2	Hammond Street	2
Audubon Drive	5	Coughlin Street	2	Harris Street	1
Autumn Lane	3	Country Club Road	5	Harvard Court	1
Ayer Road	5	Countryside Road	2	Hatch Road	5
Azalea Court	5	Cowdrey Lane	2	Hawthorne Street	5
		Craig Road	5	Haynes Court	3
Badger Circle	1	Crescent Street	2	Hayward Road	
Balsam Drive	2	Crestwood Lane	4	1 to 612	
Bankside Hollow	1	Cricket Way	2	66 to 146	4
Barker Road	2	Cross Street	1	Heald Road	2
Baxter Road	4			Heather Hill Road	3
Bayberry Road	1	Davis Road	1	Hemlock Lane	2
Bellantoni Drive	5	Deacon Hunt Drive	4	Henley Road	1
Berry Lane	2	Deer Grass Lane	4	Hennessey Drive	4
Beth Circle	1	Doris Road	4	Heritage Road	5
Betsy Ross Circle	3	Downey Road	4	Heron View Road	4
Beverly Road	4	Driftwood Road	5	Hickory Hill Trail	2
Billings Street	4	Drummer Road	5	High Street	
Birch Ridge Road	3	Duggan Road	3	5 to 89	4
Black Horse Drive	3	Durkee Road	4	91 to 298	5
Brabrook Road	1	Duston Lane	1	Highland Road	3
Breezy Point Road	1			Hillcrest Drive	5
Brewster Lane	4	Eastern Road	1	Hillside Terrace	3
Bridal Path Way	1	Eliot Circle	2	Homestead Street	3
Bridges Drive	2	Elm Court	3	Horseshoe Drive	2
Broadview Street	5	Elm Street	3	Hosmer Street	
Bromfield Road	2	Emerson Drive	2	2 to 64	2
Brook Street	1	Esterbrook Road	1	70 to 119	1
Brookside Circle	5	Ethan Allen Drive	3	Houghton Lane	3
Brown Bear Crossing	1	Evergreen Road	2	Huckleberry Lane	2
Brucewood Road	5			Huron Road	3
Bulette Road	2	Fairway Road	5		
Butternut Hollow	1	Faulkner Hill Road	5	Independence Road	5
		Fernwood Road	5	Iris Court	1
Caitlan Drive	4	Fife & Drum Road	2	Isaac Davis Way	
Candida Lane	5	Flagg Road	1	Odd #'s	2
Capt. Brown's Lane	4	Fletcher Court	4	Even #'s	5
Capt. Forbush Lane	4	Flint Road	4	Jackson Drive	2
Carlisle Road	1	Flintlock Road	3	Jefferson Drive	2
Carlton Drive	5	Forest Road	2	John Swift Road	2
Carriage Drive	5	Fort Pond Road	2	Joseph Reed Lane	4
Castle Drive	3	Foster Street	5	Juniper Ridge Road	3
Cedar Terrace Drive	4	Fox Hill Road	5		
Central Street		Francine Road	4	Kate Drive	1
167 to end	3	Fraser Drive	4	Keefe Road	2
2 to 159	4	Freedom Farme Road	3	Kelley Road	4
Chadwick Street	5			Kingman Road	3

STREET NAME	PRECINCT	STREET NAME	PRECINCT	STREET NAME	PRECINCT
Kinsley Lane	4	Parker Street	5	South Street	1
Kinsley Road	4	Partridge Hollow	2	Spencer Road	4
Knowlton Drive	4	Partridge Pond Road	2	Spencer Brook Road	1
Knox Trail	5	Patrick Henry Circle	3	Split Rock Road	1
		Patriots Road	2	Spring Hill Road	1
Ladyslipper Lane	1	Paul Revere Road	3	Spruce Street	3
Larch Road	2	Pearl Street	3	Squirrel Hill Road	3
Laurel Court	5	Phalen Street	2	St. James Circle	4
Lawsbrook Road	5	Pheasant Hill	1	Stoneymeade Way	1
Ledge Rock Way	1	Phlox Lane	1	Stow Street	4
Liberty Street	4	Pine Cone Strand	1	Strawberry Hill Road	1
Lilac Court	5	Pine Street	4	Sudbury Road	5
Lillian Road	2	Pine Ridge Road	4	Summer Street	3
Lincoln Drive	2	Pinewood Road	5	Sutton Place	2
Lisa Lane	5	Piper Lane	4	Sylvia Street	4
Littlefield Road	3	Piper Road			
Longfellow Park	2	Even #'s	4	Taft Lane	2
Long Ridge Road	2	Odd #'s	5	Taylor Road	2
Lothrop Road	4	Pond Ridge Road	5	Tenny Circle	5
		Pond View Drive	5	Thoreau Road	2
MacLeod Lane	3	Pope Road	1	Ticonderoga Road	3
Madison Lane	2	Post Office Square	2	Till Drive	1
Magnolia Drive	1	Powder Horn Lane	3	Torrington Lane	4
Maillet Drive	5	Powder Mill Road	5	Town House Lane	4
Main Street		Proctor Street	1	Townsend Road	3
1 to 316	4	Prospect Street	4	Trask Road	2
351 to 631	2	Puritan Road	5	Tumbling Hawk	1
636 to end	3	Putnam Road	2	Tuttle Drive	4
		Putter Drive	5	Valley Road	5
Mead Terrace	3			Vanderbilt Road	5
Meadow Brook Road	2	Quaboag Road	3		
Meadow's Edge	1	Quail Run	1	Wachusett Drive	3
Meetinghouse Road	5	Quarry Road	1	Wampanoag Drive	3
Merriam Lane	5			Wampus Avenue	1
Milldam Road	1	Railroad Street	4	Washington Drive	2
Minot Avenue	2	Redwood Road	5	Waterside Clearing	1
Minuteman Road	2	Revolutionary Road	2	Wayside Lane	4
Mohawk Drive	3	River Street	5	West Road	4
Mohegan Road	3	Robbins Street	4	Westford Lane	1
Musket Drive	2	Robert Road	5	Wetherbee Street	2
Myrtle Drive	1	Robinwood Road	5	Wheeler Lane	1
		Rose Court	1	Whittier Drive	2
Nadine Road	4	Russell Road	5	Willis Holden Drive	2
Nagog Hill Road	2			Willow Street	3
Nagog Park	1	Sachem Way	1	Wilson Lane	2
Nash Road	4	Samuel Parlin Drive	4	Windemere Drive	3
Nashoba Road	3	Sandas Trail	3	Windsor Avenue	
Newtowne Road	2	Sandalwood Road	5	Odd #'s	3
Nonset Path	1	Sandy Drive	4	Even #'s	4
North Briar Road	1	Sarah Indian Way	2	Wingate Lane	1
North Street	1	Sawmill Road	1	Winter Street	1
Notre Dame Road	3	School Street		Winterberry Path	1
		7 to 96	4	Wood Lane	2
Oakwood Road	5	100 to 305	5	Woodbury Lane	2
Old Barn Way	3	Seminole Road	3	Woodchester Drive	3
Old Beaver Brook	1	Seneca Court	3	Wright Terrace	3
Old Colony Lane	5	Seneca Road	3	Wyndcliff Drive	1
Old Meadow Lane	5	Silver Hill Road	5		
Old Stone Brook	1	Simon Hapgood Lane	1		
Old Village Road	2	Simon Willard Road	2		
Olde Lantern Road	3	Sioux Street	3		
Olde Surrey Drive	5	Smart Road	3		
Oneida Road	3	Smith Street	1		
Orchard Drive	3				





ACTON CENTER ENLARGEMENT

LITTLETON

NAGOG

POND

WESTFORD

CARLISLE

LEGEND

- PRIVATE WAYS
- - - - PRIVATE, UNACCEPTED ROADS APPROVED UNDER THE SUBDIVISION CONTROL LAW
- - - - TRAILS
- PUBLIC WAYS

STATISTICS

TOWN-OWNED ROADS	98.8 MI.
STATE-OWNED ROADS	10.3 MI.
TOWN-OWNED SIDEWALK	20.6 MI.
AREA OF TOWN	203 S.M.



STREET MAP OF THE TOWN OF ACTON, MASSACHUSETTS

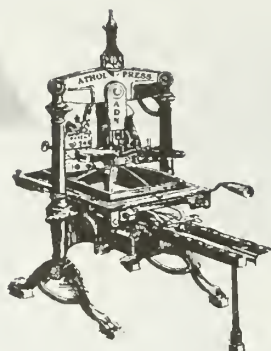
TOWN OF ACTON ENGINEERING DEPARTMENT
SCALE: 1"=1200' MARCH 17, 1977

STREETS AMENDED TO JANUARY 1, 1992

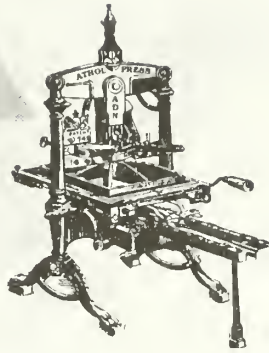
GRAPHIC SCALE



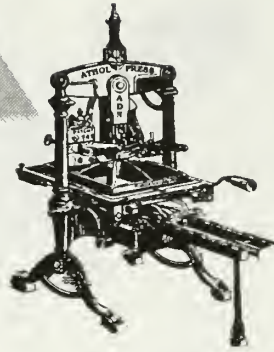
Notes



Notes



Notes



TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall.

(Please print or type)

Date: _____

Mr/Mrs.
Ms/Dr Last Name _____ First Name _____ Middle Initial _____

Street Address _____ Home Phone _____ Business Phone _____

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee, or Commission, which is of interest to you:

1) _____

2) _____

3) _____

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere)? If you have, please list name(s) and dates (approx):

To you have any time restrictions? _____

How long have you lived in Acton? _____ in Massachusetts? _____

Are you a US citizen? _____

Present occupation and employer (optional - attach resume) _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? _____

Education or special training _____

Please list below any additional information or comments which may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc:

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES, AND COMMISSIONS

Action-Boxborough Arts Council
Aging, Council on
Appeals, Board of
Assessors, Board of
Audit Monitoring Committee
Cemetery Commissioners
Commission on Disability
Conservation Commission
Fair Housing Committee
Finance Committee
Hanscom Field Advisory Commission
Health, Board of
Historical Commission

Historic District Commission
Investment Advisory Committee
Metropolitan Advisory Planning Council
Minuteman Home Care
Minuteman Vocational School Representative
Planning Board
Prison Advisory Committee
Public Ceremonies & Celebrations Committee
Recreation Commission
South Acton Revitalization Committee
Town Report Committee
Transportation Advisory Committee
Volunteer Coordinating Committee

Thank you, If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee (you can find out who the current members are by calling the Town Manager's office at Town Hall, 264-9612). the space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC INTERVIEW

applicant called: date/by _____

scheduled date / time _____

VCC RECOMMENDATION: date _____

Board(s) _____ Member / Alt / Assoc

_____ Member / Alt / Assoc

_____ Member / Alt / Assoc

Date VCC recommendation sent to

BOS / TMgr / TMod _____

[] No openings at this time _____

APPOINTING BODY: BOS/TMgr/TMod

Interview date _____

Appointed: Date _____

to: Board _____

Term _____

NOTIFICATION OF APPOINTMENT

Date Received by VCC _____

Notification by the VCC:

Date committee notified _____

Date applicant notified _____

Selectmen	Town Hall	264-9611
Snow Removal	Highway Department	264-9624
Street Lights	Boston Edison	1-800-752-5200
Street Trees	Municipal Properties	264-9629
Tax Collections	Treasurer and Collector	264-9618
Town Finances	Treasurer	264-9617
Town Manager	Town Hall	264-9612
Train Service	Boston and Maine	1-800-392-6099
Transfer Station/Recycle Center	Highway Department	264-9624
Veterans' Services	Veterans' Agent	264-9617
Water Problems	Water District	263-9107
Welfare Questions	Welfare Department	481-4726
Wire Inspection	Wire Inspector	264-9632
Zoning	Zoning Enforcement Officer	264-9632
Zoning Appeals	Board of Appeals	264-9632
Schools	Switchboard Calls (7a.m. to 5 p.m.)	264-4700
	Acton-Boxborough Regional High	264-4700
	Acton-Boxborough Regional Junior High	264-4700
	Community Education Office	264-4700
	Conant School	264-4700
	Douglas School	264-4700
	Gates School	264-4700
	McCarthy-Towne School	264-4700
School Nurse	High School	264-4700
	Junior High School	264-4700
	Elementary Schools	264-4700
Night Calls	Central Office	263-9503
	Community Education and High School	263-7738
	Community Education and Junior High School	263-2607
	Conant School	263-9504
	Douglas School	263-2753
	Gates School	263-9162
	McCarthy-Towne	263-4982
Special Calls	Athletic Office	263-0060
	Field Office	263-1553
	Extended Day Programs	263-8538

REGULARLY SCHEDULED MEETINGS

(Some meetings subject to change — confirm with Town Clerk 24 hours prior to listed times)

Acton Historical Commission	2nd Wednesday 8 PM	Hosmer House, 300 Main St.
Acton Housing Authority	1st and 3rd Mondays 7 PM	68 Windsor Ave., W. Acton
Acton Memorial Library Trustees	2nd Monday 8 PM	Memorial Library, Staff Room
Board of Appeals	2nd Monday (except April & August) 7:30 PM	Town Hall
Board of Assessors	1st Wednesday 6 PM	Town Hall
Board of Health	2nd & 4th Mondays 7:30 PM	Town Hall
Board of Selectmen	Every other Tuesday 7:30 PM	Town Hall
Citizen's Library	3rd Thursday 7:30 PM	Citizen's Library, W. Acton
Commission on Disability	2nd Thursday 7 PM	Town Hall
Conservation Commission	1st & 3rd Wednesday 8 PM	Town Hall
Council on Aging	2nd Wednesday 7:30 P.M.	Acton Congregational Church C.O.A. Office-Ground Floor
Historic District Commission	2nd & 4th Mondays 7:30 PM	Town Hall
Commission on Disability	2nd Thursday 7 PM	Town Hall
Planning Board	2nd & 4th Mondays 7:30 PM	Town Hall
Planning Council	1st & 3rd Wednesdays 7:30 PM	Town Hall
Recreation Commission	2nd & 4th Wednesdays 7 PM	Town Hall
School Committee — Local	2nd Thursday 8 PM	Jr. High, Conf. Room 114
School Committee — Regional	1st Thursday 7 PM	Jr. High, Conf. Room 114
Transportation Advisory Comm.	1st and 3rd Tuesdays 7:30 PM	Town Hall
Volunteer Coordinating Comm.	Mondays 7:30 PM	Town Hall
Water Commissioners	2nd & 4th Mondays 7:30 PM	Whitcomb Station, 693 Mass. Ave.

AT YOUR SERVICE

EMERGENCY NUMBERS:

POLICE:	263-2911
FIRE:	263-9191
AMBULANCE:	263-9191
EMERGENCY TDD:	263-2911

Give your NAME and ADDRESS and the NATURE OF YOUR EMERGENCY. Do not hang up until you are sure the message has been understood.

For answers on:	Call the	Telephone
Animal Inspection	Animal Inspector	263-4979
Assessments	Board of Assessors	264-9622
Bills and Accounts	Accountant	264-9621
Births, Deaths and Marriages	Town Clerk	264-9615
Building	Building Commissioner	264-9632
Cemeteries	Cemetery Superintendent	264-9644
Civil Defense	Director of Civil Defense	264-9655
Conservation	Conservation Office	264-9631
Dog Problems (See Licenses)	Dog Officer	264-9638
Education Information	School Superintendent's Office	264-4700
Elections, Voting and Registration	Town Clerk	264-9615
Elderly Affairs	Council on Aging	264-9643
	Minuteman Home Care	263-8720
	Public Health Nursing Service	264-9653
Engineering	Town Engineer	264-9628
Fire (Business and Permits)	Fire Department	264-9645
Garbage and Refuse	Board of Health	264-9634
Hazardous Materials	Board of Health	264-9634
Health and Sanitation	Board of Health	264-9634
Highways and Streets	Highway Department	264-9624
Home Nursing	Public Health Nursing	264-9653
Housing	Housing Authority	263-5339
Libraries	Acton Memorial Library	264-9641
	Citizen's Library of W. Acton	264-9652
	T.D.D. (for the deaf)	635-0072
LICENSES		
Dog	Town Clerk	264-9615
Fishing	Town Clerk	264-9615
Hunting	Town Clerk	264-9615
Mental Health	Mental Health Assoc. of Central Middlesex	263-3455
Mosquito Control	Municipal Properties	264-9629
PERMITS		
Blasting	Fire Department	264-9645
Building	Building Inspector	264-9632
Food Service	Board of Health	264-9634
Heating	Fire Department	264-9645
Historic Districts Certificates	Building Department	264-9632
Oil Burners	Fire Department	264-9645
Outdoor Burning	Fire Department	264-9645
Plumbing	Building Department	264-9632
Sewage	Board of Health	264-9634
Smoke Detectors	Fire Department	264-9645
Wiring	Building Department	264-9632
Zoning	Zoning Enforcement Officer	264-9636
Planning	Planning Department (Fair Housing)	264-9636
Police Business	Police Department	264-9638
Recreation	School Department	264-4700